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Modern Shorthand

Adapted from the Benn Pitman

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BY

BANKS BUSINESS COLLEGE
(INCORPORATED)

PHILADELPHIA

NINTH EDITION

1911

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PREFACE TO THE NINTH EDITION

In presenting the Ninth Edition of Modern Shorthand, the Revising Committee believes that the book is in better condition than ever before to meet the requirements of a classroom in which there is individual instruction.

In view of the exceedingly satisfactory results which have attended the use of this book from its very beginning, there have been but few departures from the original text; the object of the Authors being conciseness of statement with consistent clearness.

Illustrations sufficiently large to leave no doubt in the mind of the pupil as to the exact structure of the words, the teaching of the vowels across the positions, and an exceptionally clever list of sentences containing word signs, are new features of this edition.

Philadelphia, Pa.

1911

P R E F A C E

After many years' experience in teaching, and having carefully examined all of the standard text-books of Shorthand, we have decided to present this book to students of Phonography, believing that the clear, logical method of presenting the subject will help to do away with the terrors which now envelop the study, because of many rules, exceptions, multiplicity of useless word signs, etc., which serve only to burden the mind and are forgotten because of non-use.

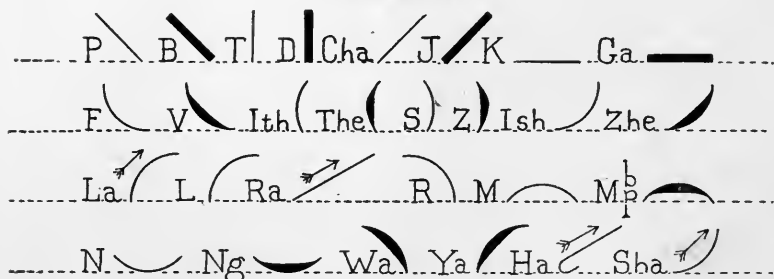
We do not enter into a learned discourse as to the origin and inception of shorthand; we do not call principles and groups of consonants by technical terms, but strive simply to prove to students that the theory of shorthand is simple when portrayed in a logical manner.

The system is Benn Pitman up to date, progressive, capable of any speed, and yet so easily written and legible, that it is aptly termed "The Standard System of America."

MODERN SHORTHAND

The primary object of shorthand is to provide a simpler, quicker way of representing sounds and words than the one now employed. To this end the cumbersome method of spelling is discarded, the actual sounds only being designated by easily written characters. The first step is, therefore, the learning of the alphabet, the consonants of which are studied first and the vowels afterward.

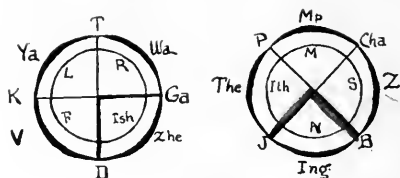
CONSONANTS



All the strokes are written downward with the exception of La, Ra, Ha and Sha. The horizontal strokes are struck from left to right. As these strokes form the basis of all the following shorthand work, it is absolutely necessary that the student know them thoroughly.

NOTE—La written upward, and L written downward, both represent the sound of L, the two strokes merely being for use at the beginning and end of a word. The same is true of Ra and R, which represent the sound of R; and Sha and Ish, which represent the sound of Sh.

It may be interesting for the student to learn how these characters are derived, and the following diagrams are submitted (page 6). The two circles cut into parts, as shown, comprise every consonant in the alphabet except Ra and Ha.



JOINED CONSONANTS

It will be noted that these characters are but component parts of a word which contains more than one consonant, and that the proper joining of consonants forms the skeleton outline of a word. Much practice should be devoted to the joining of consonants, the second stroke beginning where the first ended, the third where the second ended, and so on, the pen never being raised from the paper until the whole outline is completed. The strokes should be of uniform length, and the angles of joining made as sharp as possible.

EXERCISE

1. P-P, P-T, P-J, P-K, P-Ith, P-S, P-Ish, P-La, P-Ra.
2. T-B, T-D, T-Cha, T-Ga, T-Ith, T-Z, D-Ish, T-L, T-Ra, D-Mp, T-R.
3. Cha-P, Cha-T, J-J, Cha-K, Cha-F, Cha-Z, Cha-Ra, J-Mb, Cha-N.
4. K-T, K-P, K-J, K-La, Ga-V, K-S, K-Ish, K-Ra.
5. V-D, F-T, F-Ith, F-Ish, F-M, V-T, F-N, V-La.
6. Ith-T, Ith-K, Ith-V, The-T, Ith-M, Ith-Cha, The-S, Ith-Ng, Ith-Ra.
7. Ish-D, Ish-F, Ish-Z, Zhe-R, Ish-M, Ish-K, Ish-R, Ish-B, Ish-N.
8. La-P-T, La-T-R, La-F-Ng, La-La, La-N-Cha, La-K-T.
9. L-Ga-N, L-M-Ra, L-N-T, L-M-N, L-R-M.
10. Ra-D-La, Ra-F-T, Ra-Cha-Ng, R-M-J, R-K-V.
11. P-T-Ra, M-K-L, M-J-K, M-La-S, Wa-La-D.
12. Ya-K-M, Ha-P-La, Ha-N-T, Ha-S-T-La.
13. F-K-T-Ra, V-La-K-N, T-Ra-F-Ng.
14. K-N-D-La-R, V-La-N-T-N, La-K-M-T-V.
15. P-D-La-R, Ga-Ha-N-M, F-L-M-R, La-Ha-V-La.

16. Mp-Ra-L, Ra-D-N-T, V-S-T-Ga, D-Ga-R-M.
17. S-M-F-L, Ha-V-N-L, F-Ith-Ga-N, L-R-M-Ha.
18. Cha-Mp-N-D, S-N-D-Ra, Ng-K-Mp-L, K-M-T-La.
19. Ha-Ra-S-Ga, Wa-La-M-R, Ya-Ra-Ha-V, The-Ith-Ra-L.
20. V-R-La-D-T, P-B-Ra-L-M-N, La-K-M-T-S.

VOWELS

There are twelve simple vowel sounds in the English language. Six of them are long and six short. These are represented in shorthand by dots and dashes made heavy and light, the heavy signs representing the long vowels, and the light signs the short vowels. There are also four diphthongs, represented by arrowheads and a semi-circle.

All the vowels and diphthongs are written in relation to the line of writing or base line, that is, above it, on it, or below it.

Those vowels written above the line are called *first place vowels*.

Those vowels written on the line are called *second place vowels*.

Those vowels written below the line are called *third place vowels*.

The *first place vowels* are

	e	a	i	o	i	oi
as in the words	each	awl	is	odd	my	boy
and are written	•	■	•		∨	^

Each vowel sign must be written over many times, the name of the sign being pronounced while it is being written.

WORD CONSTRUCTION

Words are formed by the combination of consonants and vowels; therefore, with a knowledge of the consonants and vowel signs any word in the language can be written. Unlike ordinary longhand writing, however, shorthand is written in

three positions in reference to the line of writing, first position, second position, and third position.

First Position is one-half of a consonant stroke above the line, or in case of a horizontal stroke, a full length above the line.

Second Position is on the line.

Third Position is through the line, or in case of a horizontal stroke, just below the line.

The position of a word is governed entirely by the position of the first sounded vowel in the word.

Rule A.—If the first sounded vowel in a word is a first place vowel, the first consonant stroke is written above the line or in the *first position*. See above for first position.

Rule B.—A first place vowel is written at the *beginning* of a consonant.

Rule C.—If a vowel is sounded before an up or down stroke, it is placed to the left or (in case of a horizontal stroke) over the stroke.

Rule D.—If a vowel is sounded after an up or down stroke, it is placed to the right or (in case of a horizontal stroke) below the stroke.

NOTE.—A dash vowel is always written so as to form a right angle with the consonant to which it is placed.

WORDS CONTAINING FIRST PLACE VOWELS

1. Bee, saw, eat, if, pie, toy, caw, tea, paw, in.
2. Eke, vie, she, me, odd, gnaw, ye, ease, my.
3. Buy, joy, sigh, caw, fee, jaw, pea, boy, each, tie.
4. Eve, eyes, ice, imp, icy, easy.
5. Thaw, thee, thy, shy, nigh, aught, it, auk.

The *second place vowels* are

	a	o	e	u
as in the words	May	owes	Ed.	much
and are written				



WORD CONSTRUCTION

Rule A.—If the first sounded vowel in a word is a second place vowel, the first consonant stroke is written on the line or in the *second position*.

Rule B.—A second place vowel is written at the middle of a consonant.

Rule C.—If a vowel is sounded before an up or down stroke, it is placed to the left or (in case of a horizontal stroke) over the stroke.

Rule D.—If a vowel is sounded after an up or down stroke, it is placed to the right, or (in case of a horizontal stroke) below the stroke.

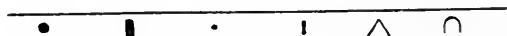
WORDS CONTAINING SECOND PLACE VOWELS

1. Pay, Poe, ape, up, bay, bow, Abe, ebb, toe, ate.
2. Oat, day, dough, aid, ode, Ed., etch, age, edge, ache.
3. Oak, egg, Jay, Joe, gay, go, fay, foe, oath, they.
4. Say, so, ace, show.
5. May, mow, aim, neigh, no, own, hay, hoe.
6. Amy, echo, essay.

THIRD PLACE VOWELS

The *third place* vowels are

	a	oo	a	oo	ow	u
as in the words	are	two	bad	cooks	now	few
and are written						



WORD CONSTRUCTION

Rule A.—If the first sounded vowel in a word is a third place vowel, the first consonant stroke is written through or (in case of a horizontal consonant) below the line or in the *third position*.

Rule B.—A third place vowel is written at the end of a consonant.

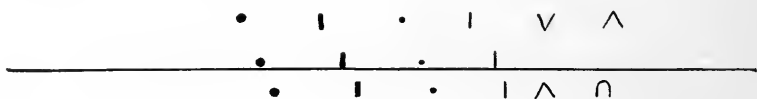
Rule C.—If a vowel is sounded before an up or down stroke, it is placed to the left or (in case of a horizontal stroke) over the stroke.

Rule D.—If a vowel is sounded after an up or down stroke, it is placed to the right or (in case of a horizontal stroke) below the stroke.

WORDS CONTAINING THIRD PLACE VOWELS

1. Pa, at, out, add, chew, ouch, coo, cow, cue, few.
2. Vow, view, sue, use, ooze, zoo, ash, shoe, hue.
3. Moo, mew, Annie, now, new, woo, ahoy.
4. Anew, annoy, ado, assay.

The following diagram shows all the vowels and diphthongs:



PHONETIC ANALYSIS OF WORDS

The word to be written must be analyzed before the preceding rules can be applied; therefore, as an aid to the student, the following line of thought is laid out:

1st Find the first vowel in the word and determine its position.

2d. Write the first consonant stroke in the position of the first vowel.

3d. Determine the position of the vowel along the stroke, viz., beginning, middle, or end.

4th. Notice whether the vowel is sounded before or after the consonant, and write it accordingly.

NOTE.—L and Sha never stand alone. Use alone La (up), Ish (down).

REVIEW EXERCISE ON WORDS OF ONE SYLLABLE

1. Pay, bay, bee, tea, toe, day, dew, dough, key, caw.
2. Thaw, thee, say, so, mow, may, me, know, nay.
3. Woe, woo, yea, hay, hoe, so, oat, oak, eke.
4. Ache, each, age, go, own, eye, ace, aim, oath, ape.
5. Poe, she, joy, fay, show, ash, ooze, mew.
6. Coo, gay, law, owl, ail, in, pie, few.
7. Bough, row, at, say, ease, boy, ale, jaw, edge.

7. Up, out, by, it, die, shoe, thy, ode, add, they, why, thou.
 9. If, shy, fee, my, am, knee, nigh, lay.
 10. Allow, see, sigh, ought, itch, ice, essay, chew, cow.
 11. View, oil, tie, low, use, now, toy, annoy, fie, beau.
 12. Auk, gnaw, obey, paw, alley, ahoy, ate, etch.
 13. Owed, aid, off, eight, pew, whoa, weigh, eyes, foe.
 14. Guy, Joe, easy, Anna, neigh, no, eat, eyed.
 15. Ida, dew, thigh, saw, beau, anew.

VOWELS BETWEEN CONSONANTS

When a vowel occurs between two consonants, the following rules must be observed:

Any first or second place vowel, occurring between two strokes, is written with the first stroke.

Any third place vowel, occurring between two strokes, is written before the end of the second stroke.

NOTE.—When a vowel occurs between two consonant strokes it is possible to place it either after the first stroke or before the second stroke. However, in some cases it is almost impossible to place a third place vowel after the first stroke, on account of the sharp angle formed by the joining of the consonants, and to avoid such difficulty the third place vowels are placed before the second stroke.

EXERCISE

1. Peach, peak, beach, beam, teach, teeth, poach, Pope, poke.
2. Choke, joke, cope, coach, team, deep, deem, sheep.
3. Cheap, theme, coke, comb, foam, vogue, pitch, tip.
4. Pick, pith, big, type, tick, ditch, make, babe.
5. Bake, tape, tame, dig, dim, chip, ding, kip.
6. Dame, cape, cage, faith, shape.
7. King, vim, thick, ship, nip, nib.
8. Tomb, tooth, boom, booth, shake, maim.
9. Bog, time, dock, dodge, top, chop, keep.
10. Peg, pock, dip.
11. Shock, mock, moth, knob, notch, knock.
12. Pack, batch, back, tack, thatch, patch, bag.
13. Mouth, feud, catch.
14. Sham, match, nap, knack, gnash, push.
15. Bush, book, nook, shook.

16. Gem, neck, pug, bung, touch, tug.
17. Cup, thumb, nudge, palm, pike, cash, budge.
18. Duke, navy, chubby, beauty, chime, coop, attack.
19. Etching, funny, meadow, dummy, tiny, dupe, avenue.
20. Envoy, opaque, copy, shadow, putty, enjoy.
21. Necktie, money, month, bath, piano, shady, jamb.
22. Tank, magic, veto, fudge, chap, talk, mica.
23. Topic, make, Dutch, coffee, dash, evoke, cube.
24. Among, attach, mimic, baggage, dignify, cubic.
25. Beneath, mash, botch, badge, couch, depth, chimney.

USE OF L AND R

As there are many words in the English language beginning or ending with L or R directly, and many words that begin or end with L or R with either an initial or final vowel, it is necessary to provide some means to determine whether a word begins with L or R, or whether the L or R sounds are preceded by a vowel, and whether a word ends with L or R, or whether L or R is followed by a sounded final vowel. To accomplish this the following rules must be used:

Rule 1.—When a word begins with L or R, use the upward stroke.

Rule 2.—When the sound of L or R ends a word, use the downward stroke.

Rule 3.—When L or R is the first consonant sound in a word and is preceded by a vowel, use the downward stroke.

Rule 4.—When L or R is the last consonant sound in a word and is followed by a sounded vowel, use the upward stroke.

NOTE.—Between strokes, L or R is nearly always written upward.

Exceptions.—In some words it is very difficult to join L or R as given in the above rules, and therefore, a general exception is made and the stroke used which makes the best angular joining. The most common exceptions are: Down R before M, Mb, or Mp; upward R before T, D, Cha, J, F, V, Ith, The, and after the Ra and Ha strokes; down L after N and Ng; upward L when followed by any descending stroke.

EXERCISE

1. Rope, right, rate, rich, ridge, rash, wrought.
2. Wreath, rug, wrung, red, rat, wretch, wrote.
3. Root, rub, rack.
4. Rot, writhe, rude, rod, route, rush, wrap.
5. Ark, arm, error, early, ergo, Erminie.
6. Lash, leap, lamp, led.
7. Laid, like, lad, leaf, lung, loaf, loath, lame.
8. Love, lack, loop, look.
9. Elk, alike, alum, elm, ailing, ulna, Elmira.
10. Fire, mire, tare, pyre, jar, pier, tar, fear, chair.
11. Pair, tire, shear, poor, dear, par, sure, veer.
12. Merry, berry, parry, tarry, ferry.
13. Jury, furry, cherry, diary, barrow, fiery.
14. Fail, peal, keel, pail, cull, pole, file, pool, nail.
15. Bowl, fool, kill, tell, fall, toll, toil, coal, foal, pill.
16. Tallow, pulley, galley, mellow, fully, gaily, polly.
17. Fellow, pillow, callow, belie, folly, tally.
18. ✓ Rile, delay, borrow, riot, repeal, fury, morrow.
19. Repair, failure, early, army, narrow, arena.
20. Rear, rare, along, alkali, allay, alumna, armory.
21. Lunch, lunny, lower, relay, lovely, lofty, loyal.
22. Lowly, lyre, merrily, memory, error, irony, Irish.
23. Ream, rhyme, romp, ramify, ranch, range, rarely.
24. Readily, rebuke, terror, admirer, roar, lank, room.
25. Nellie, newly, Manila, kingly, wrongly, Allegheny, bureau

BRIEF CONSONANTS

With the consonant strokes and vowel signs already learned, it is possible to write any word in the language. It is necessary, however, to abbreviate some of the strokes in order to write rapidly, and a few of the common sounds are represented by briefer forms. There are four brief consonants: Brief S, Wa, Ya, and Ha.

BRIEF S OR ISS CIRCLE

A small circle, called Iss, represents the sound of S at the beginning, S or Z at the middle, and S or Z at the end of a word.

At the beginning and end the circle is written on the right side of descending straight strokes and on the upper side of K, Ga, Ra, and Ha. It is always written on the inside of curved strokes.

sp \ *Bs* \ *st* | *Ds* | *sF* \ *Vs* \ *slas* \ *sMs* \ *sRas* \ *sHas* \

Between two straight strokes that form an angle the circle is written on the outside of the angle. Between a straight stroke and a curve it is written on the inside of the curve.

Between two curves, generally on the inside of the first curve.

DsK | — *ChasP* < *KsRa* — / *BsF* \ *GasLa* —

The Iss circle cannot be used at the beginning of a word where there is a preceding vowel, nor at the end of a word in which there is a final vowel.

NOTE.—A vowel can be written only to a stroke consonant.

NOTE.—K stroke and Iss circle equal X.

NOTE.—When L is the only *stroke* consonant in an outline, use La (up).

EXERCISE

1. Sit, sat, some, safe, snow, seen, save, sale, sell, stow, suit, sake.
2. Soap, such, sod, sty, sage, sane, sick, sad, set, stay, slow, sly.
3. Slave, sketch, smith, sin, skip, Sunday, sleep, sight.
4. Slate, seek, slight, smoke, scheme, sieve, slope.
5. Pasty, tasty, risk, hasty, music, vista, despise, lisp.
6. Desk, dusty, dismiss, dozen, fusty, gusty, rusty, reset.
7. Insight, tusk, beseech, raisin, disc, hasten, vessel.
8. Deceive, desire, misery, honesty, beset, resume.
9. Face, house, nice, case, toes, ties, keys, lace, pose, tease.
10. Voice, shows, race, wise, mouse, slay, pace, shoes, office, boys.
11. Chase, packs, cheese, oaks, rice, slays, snow, seats, signs.
12. Dispatches, besides, surpass, scales, slips, dispose, succeeds.
13. Pacify, absence, decks, suppose, ladies, spears, sparrows.
14. Space, doors, inside, pipes, service, outside, Tuesday.
15. Masons, disguise, selects, Johnson, deals, delays, subsidize.

16. Kerosene, cellar, sunsets, boilers, lessons, dealers.
17. Anxious, capacity, reams, unlace, rage, erase, excuse.
18. Wayside, dispose, besides, desirous, fishes, enémies.
19. Shawls, Vassar, Messrs., reside, tax, rages, rags, ranges.
20. Sanitary, rascal, casks, razors, receipt, dishonesty.

USE OF STEM S AND CIRCLE ISS

Although brief S or the Iss circle may be used to represent the sound of S in many words, it cannot be used to represent the sound of S in all cases. The Iss circle cannot be used:

- 1st. When S is the only consonant in a word: as, see, ice.
- 2d. When S is preceded by an initial vowel: as, ask, essence.
- 3d. When S is followed by a final vowel: as, massy, lasso.
- 4th. When S is the first consonant in a word, followed by two sounded vowels: as, science, seance.
- 5th. When S is the final consonant in a word, preceded by two sounded vowels: as, pious, serious.

EXERCISE

1. Ask, sake, espy, sob, assignee, sign, acid, seed, assume, sum.
2. Sense, essence, suits, aside, soup, asp, escape, skip, same.
3. Asylum, espouse, sketch, space, science, signs, Estey, sight.
4. Seine, sciatica, pass, case, seen, serious, series, chaos, pose.
5. Mass, massy, lass, lasso, fuss, fussy, days, daisy, race, racy.
6. Juice, juicy, news, Nassau, rose, rosy, say, sue, see, so.
7. Aces, uses, essays, zany, Ezra, zero, assay, Eskimo, sigh.
8. Ascetic, said, busy, hazy, dizzy, rice, cozy, fox, foxy.
9. Sleep, asleep, spice, spicy, aspire, spire, Sitka, sciatic.
10. Espousal, spell, psalm, Siam, Assam, useless, varies, various, furies, furious, carries, curious.

SES CIRCLE

A large circle, twice the size of the Iss circle, is used to represent the sound of SēS, SeZ, ZēS, or ZēZ. It is used at the beginning, middle, or end of a word, and is written on the same side as the Iss circle. When a vowel other than short E occurs between the sounds represented by the large circle, that particular vowel must be written inside of the circle.

sesP sesB sesCha sesJ sesIth sesC sesNses

EXERCISE

1. Cases, doses, paces, houses, laces, faces, chooses, races, pieces, losses, juices.
2. System, season, schism, sustain, seizure, Susan, scissors, sausage, Sussex.
3. Decisive, possessed, Mississippi, necessary, accessory, incisive, exhaust.
4. Excessive, choicest, nicest, exercise, resist, subsist, desist.
5. Deceased, exist, kisses, recess, poses, abscess, guesses, masses, fusses.
6. Misses, poses, voices, noses, loses, gazes, arises, access, noises.
7. Success, emphasize, excess, vices, fiercest, taxes, roses.
8. Surmises, synopsis, successive, erases, reduces, unlaces.
9. Hypothesis, resources, caresses, suspire, axes, romances.
10. Texas, refuses, boxes, excuses, effaces, ounces, seduces.

STE LOOP

DEFINITION AND RULE.—A small loop, one-third the length of a stroke, called Ste, represents the sounds of S and T and sometimes Z and D. It is used at the beginning, middle, or end of a word, and is written on the same side as the Iss circle.

stT Pdst b stK — Sst) St Ras / ses Last 6 st Mps — Yast

EXERCISE

1. Stop, stab, stitch, steed, stage, staff, steel, stick, stack, stock, stiff, stud.
2. Stale, steam, stone, sting, stem, stamp, still, steep, stun, stump.
3. Justify, destiny, mystify, majestic, statistics, testify.
4. Post, past, pieced, test, chest, taste, mast, fast, chaste, coast, feast, gust.
5. Voiced, last, rest, mist, least, nest, most, faced, laced, must, assist, arrest.
6. Roast, rust, host, raised, kissed, chemist, forest, molest, lapsed, text.
7. Topmast, zest, star, store, story, monopolized, monopolistic.

8. Rust, aroused, locust, alchemist, stiff, fistic, fist.
9. Style, stimulus, mystifies, molest, safest, stiffest.
10. Opposed, accused, abused, erased, steadfast, tourist.

STER LOOP

DEFINITION AND RULE.—A large loop, two-thirds the length of a stroke, called Ster, represents the sound of S, T, and R. It is used in the middle and at the end of a word, and is written on the same side as the Iss circle.

Pstr Dstr sJstr sFstr sesLastr sMatr Wastr

EXERCISE

1. Poster, master, jester, taster, toaster, boaster, Chester, faster, coaster, vaster, impostor.
2. Fester, assister, rooster, Hester, songster, teamster, dexter, arrester, paster.
3. Castor, barrister, lobster, monster, register, canister.
4. Feaster, bolster, forester, foster, mister, laster.
5. Waster, roster, adjuster, Baxter, Shuster, digester.
6. Rhymster, enlister, Amsterdam, masterpiece, ulster, luster.

FINAL ISS

When the sound of S or Z follows the Ses circle, Ste or Ster loop at the end of a word, it is represented by extending the circle or loop through the stroke so as to form a small circle on the opposite side.

Psess Gasts Nstrs sVsts sThestrs sHasess

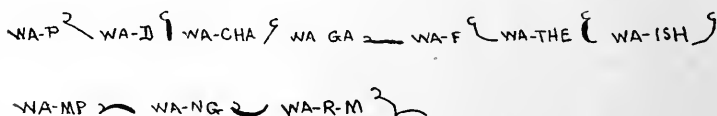
EXERCISE

1. Vests, feasts, coasts, joists, chests, dusts, tests, posts, lasts, rests, arrests.
2. Roosts, masts, nests, mists, wastes, pests, beasts, pastes, gusts, fasts, fists.
3. Bastes, rusts, lists, jests, tastes, texts, molests, chemists, costs.
4. Posters, tasters, dusters, coasters, festers, roosters, masters, pastors, castors, boasters.

5. Teamsters, paymasters, bolsters, foresters, gamesters, songsters, pasters.
6. Possesses, excesses, recesses, successes, abscesses, repossesses, **exercises**.
7. Boasts, suggests, toasters, assists, divests, remasters.
8. Repasts, topmasts, fosters, boosts, banisters, barristers.
9. Invests, choristers, adjusters, Axminsters, rosters.
10. Digests, registers, canisters, monsters, lobsters, enlists.

BRIEF WA

A small half-circle, opening to the right or left, called Brief Wa, represents the sound of W at the beginning of words or syllables. Use the opening which forms the best angle.



On La, Ra, M, and N, the Brief Wa forms a small hook (which shows no point of joining with the consonant) called the Brief Wa hook. This brief form cannot be used at the beginning of a word where there is an initial vowel nor at the end of a word in which there is a final vowel.

When Brief Wa precedes the sound of L or R, the down strokes should not be used except when the sound of M follows the sound of R.



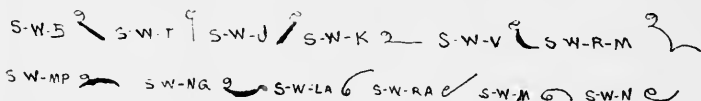
EXERCISE

1. Weep, web, wait, wade, wage, wit, white, wet, wood, wheat, wake, wig, wed.
2. Walk, week, whack, wick, wax, woke, wife, weave, witch.
3. Woof, waive, waif, wove, whiff, wash, whip, watch, wipe, wedge.
4. Well, wall, win, wire, whim, wear, while, war, whine.
5. Wool, wheel, wane, whence, worth, window, worst, **wealth**.

6. Weed, wad, widow, wag, unweave, unwell, unworthy.
7. Welcome, worthless, whale, weir, wallop, whiz.
8. Walrus, Edwin, winced, Dewitt, works, weakfish, wang,
9. Wagsome, wakefully, wallowish, wampum, widely.
10. Worship, Welsh, willet, wormy, winsomely, wallet.
11. Buckwheat, backwoods, milkweed, Oswego, Lakewood, cobwebs, Epworth.
12. Awake, aware, await, weigh.

S AND WA

The Iss circle is written inside of Brief Wa and Brief Wa hook to represent the sound of S preceding the sound of W.



EXERCISE

1. Sweep, sweet, switch, swoop, sweat, swish, swan, swear, swill, swim, swale.
2. Swamp, swore, swoon, swash, swing, Swede, swam, swine, swell.
3. Swig, swivel, sward, swelled, sweetwood, swinge.
4. Swayed, swab, swung, swarm, swain, sweetest, sweeper.
5. Swipe, swirl, swage, swagger, Switzer, sweetly.
6. Waxworks, gas-works, basswood, Ainsworth, beeswax.

BRIEF YA

A small half-circle, opening upward or downward, represents the sound of Y at the beginning, middle or end of words. The form should be used which makes the best angular joining.

Brief Ya cannot be used at the beginning of a word where there is an initial vowel, nor at the end of a word in which there is a final vowel.



EXERCISE

1. Yacht, yam, Yankee, yoke, yon, Yale, yell.
2. Young, youth, yelk, yawn, yawl.

3. Yeddo, yarrow, yank, yelp, yearly, yak, yen.
4. Lawyer, Yates, yule, yucca, yex, yep, yer, yerk, yeanling.
5. Yorkshire, yerl, Yorkist, yamp, youngster, Yarmouth.

BRIEF HA

A small tick, struck in the direction of Cha or Ra, represents the sound of H at the beginning of words. It should be written so as to form the sharpest angle to the consonant. Before La it may be written in the direction of P.

Brief Ha cannot be used at the beginning of a word where there is an initial vowel, nor at the end of a word in which there is a final vowel. Brief Ha is never used on Ra (upward).

hP \ hD | hCha / hK ← hM ~ hN ~ hR \

EXERCISE

1. Heap, hip, hid, hit, ham, hatch, hen, help, huff, hall.
2. Hem, hoot, hoof, helm, hope, hang, hail, hate.
3. Heave, hoop, hammock, horse, here, hack, hair, hook.
4. Hawk, home, hole, hone, hush, hill, hood, hum, him.
5. Hemlock, holiday, hopscotch, harmless, Henley.
6. Ahead, ahem, Ahab, hay, hoe, tally-ho, Lehigh, Omaha.

ED TICK

A small tick, written after the Ste and Ster loops, and struck in the direction which will form the sharpest angle, represents the sound of -ed.

Pstd \ Tstd | Mstd ~ Nstd ~ Lstd ~ Ystd /

EXERCISE

1. Posted, feasted, pestered, roasted, festered, tasted, listed, fasted, hoisted, mustered, boasted.
2. Rusted, mastered, nested, assisted, dusted, arrested, fostered, rested, lasted, wasted, tested, vested.
3. Coasted, jested, molested, registered, infested, administered, pilastered.
4. Disgusted, reinvested, bolstered, accosted, attested.
5. Worsted, harvested, divested, suggested, digested.
6. Remastered, untasted, undigested, enlisted.

WORD SIGNS

As there are many frequently occurring words which, when written in shorthand, make awkward or lengthy outlines, it is necessary to provide a briefer way to represent these words. To this end, easily written characters (vowel signs, brief consonants, and consonants), are used to represent such words, and are called word signs.

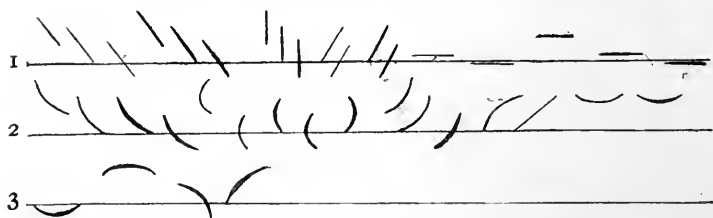
Too much stress cannot be laid upon the absolute necessity for a thorough knowledge of the word signs. They should be carefully written many times (the word each sign represents being repeated while it is being written), until they can be written without the slightest hesitation. Absolute accuracy in regard to position is positively essential.

VOWEL AND BRIEF CONSONANT WORD SIGNS

•	The
-----•-----	A-An
\ /	And
\ /	Of, Or, On
-----\ /-----	To, But, Should
\ /	All, Awe-Already, Ought
-----\ /-----	Too-Two, Before-Owe-Oh, Who
○	Is-His
-----○-----	Us-Self
○	As-Has
C 3	We-With, What
-----C 3-----	Were, Would
U 3	Year, Beyond
-----U 3-----	Yet, You
/	He
-----○-----	How
V	I-High
-----○-----	First

NOTE.—On, should, and how are written upward.

SINGLE CONSONANT WORD SIGNS

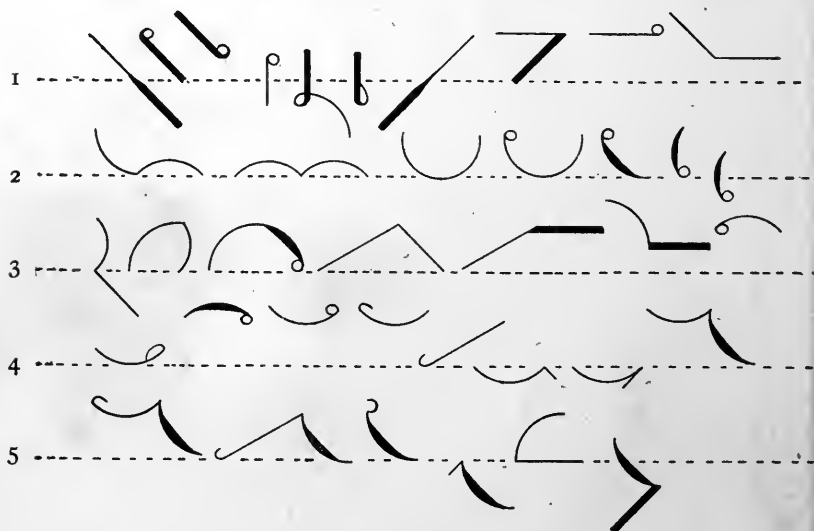


Line 1.—Opportunity, hope, happy-party, object, be, to be, dollar-s, do, had-advertise-ment, which, much, advantage, large, company, accompany, give-given, together, ago.

Line 2.—Form, for, ever, have, think, thank, them, though, was, wish, shall, usual-ly, will, are, any, thing.

Line 3.—Language-long, importance-important, away, your.

DOUBLE CONSONANT AND COMBINATION WORD SIGNS



Line 1.—Public-publish, subject, business, satisfactory, advertiser, advertised, change, acknowledge, because, peculiar-ly.

Line 2.—Familiar-ly, memoranda-um, efficient-ly-ency, sufficient-ly-ency, several, this, those.

Line 3.—Especially, also, always, represent, regular, irregular, similar.

Line 4.—Next, impossible, influence, when, where, now, knew-new, never.

Line 5.—Whenever, wherever, whatever, however, electric, average.

SENTENCES CONTAINING WORD SIGNS

1. *To be of use in this life ought to be the wish and desire of all of us.*
2. *Though he has said he knew them well, yet you must acknowledge they never speak to him now.*
3. *If your business is of sufficient importance, he will see you at the regular time and discuss the subject with you.*
4. *They are ready to acknowledge this or any similar memorandum, if several of your party will say the change is also satisfactory to them.*
5. *While it is so irregular, the public will never give it much notice, because it is too peculiar for a new thing.*
6. *They say this advertiser has efficiency and influence beyond those who advertise now or those who have usually advertised with them before.*
7. *If you would have success in business, make this your object; owe no one, buy for cash, sell for cash, and make honesty always come before self.*
8. *You should be happy with what you already have.*
9. *An opportunity to make a dollar or two each week will be given you when we form our next company.*
10. *As he was sufficiently familiar with the first advertisement, we allowed him to represent us in the affair.*
11. *Your rates were too high this year, so it was impossible for us to hope to do business with your company.*
12. *Whenever he talks on this subject he always shows by his language how much he knows of the electric business.*
13. *Where are those long and important memoranda which I wish to have you publish for me next year?*
14. *Do you think I shall ever lose whatever advantage I have had in the past?*

15. *If you and I had had a sufficiency of sense we would never have had to work so long for the small sum we receive.*
16. *I shall accompany you whenever and wherever you go on your next voyage.*
17. *It will take a long time to do the work efficiently, but he spoke as though he were efficient when he took the job away.*
18. *While it is usual for them to go away together, yet they think it is wiser this year to go with a large party.*
19. *I would thank you to give me the two dollars which you borrowed two years ago.*
20. *He spoke familiarly to her, especially so on Wednesday; however, I think it is just as well to take no especial notice of the affair.*
21. *A pessimist will look at things peculiarly, but an optimist will see hope in all things.*
22. *Do you think it any harm to ask them if they will have these horses, this hearse and those hacks for hire next Tuesday?*

MODIFICATION OF STROKES

By using the knowledge of shorthand the pupil already possesses, words can be written at a much faster rate of speed than in longhand. In order to write still more rapidly however, it is found expedient and practical to modify consonant strokes in four ways, as follows:

SHORTENING

INITIAL HOOKS

LENGTHENING

FINAL HOOKS

SHORTENING

A consonant stroke may be shortened one-half its length to represent a following T or D sound. In one-syllable words, shorten light strokes only for T. In one-syllable words shorten heavy strokes only for D. In words of two or more syllables, shorten strokes for either T or D. The downward strokes L and R, and the strokes M and N, are shortened to

add T. and are shortened and shaded to add D; therefore, the corresponding shaded strokes, Ya, Wa, Mp, and Ng, cannot be shortened. Ra is never shortened either for T or D when it stands alone.

Final circles or loops are always read after the shortening principle. The shortening principle cannot be used when there is a final vowel, nor in outlines of more than one stroke where the stroke to be shortened does not form an angle with the preceding or following stroke.

Shortened strokes are positioned just like other strokes, except in the case of the third position, where the strokes are written entirely below the line.

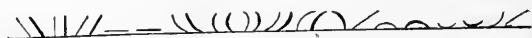
The -ed tick may be attached to a shortened stroke to represent a final -ed sound.

Rule.—A consonant may be shortened one-half its length to add the sound of T or D.

The downward strokes L and R, and the strokes M and N, are shortened to add T, and shortened and shaded to add D.

Ya, Wa, Mp, and Ng cannot be shortened.

Shortening cannot be used where there is no angle of joining between the two strokes.



EXERCISE

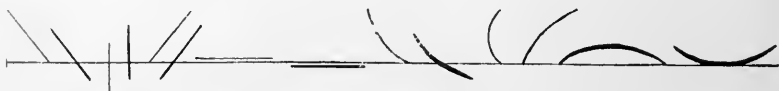
1. Pit, pet, pat, taught, tight, toot, cheat, chat, fit, fat, fight, feat, foot, fought, shoot, sheet, shut, shot, east, act, kite.
2. Cut, cat, cot, light, late, lout, fate, meet, mat, mate, net, nut, knotted, night, knitted.
3. Hit, hat, hate, heat, hut, gnat, cuts, fits, shouts, bid, beds, bad, deed, died, dead.
4. Did, dude, goad, gad, guide, viewed, kneaded, old, made, end, erred, oiled, aired, mead, node, mode.
5. Chalk, chalked, reach, reached, pity, pitied, pick, picked.
6. Empty, emptied, poked, loaded, rocket, appetite, docked, routed.

7. Merit, temperate, moderate, battery, checked, pocket, ferret.
8. Spot, soft, midst, start, naught, ended, steered.
9. Let, capital, rapidity, doomed, yield, elect, yoked.
10. Liked, affect, vacate, gagged, looked, locket, effect.
11. Curate, erect, yawned, put, apt, thought, designed, refit.
12. Helmet, walnut, walked, caught, absolute, sort.
13. Heeled, heard, heart, hard, hurt, hold, held, hired.
14. Hermit, sunlight, delight, unveiled, suspected, intend.
15. Indicated, individual, limited, words, yards, filed.
16. Certain, cotton, remit, touched, rammed, occupied.
17. Worked, yoked, insisted, scald, felt, resent, resort.
18. Hesitate, chestnut, dipped, dismayed, misfit, riled.
19. Shaft, rectify, sneaked, embalmed, timidly, ticket.
20. Tilled, toilet, teapot, tagged, resisted, admitted.
21. Snapped, pushed, stabbed, resigned, renewed, hacked.

LENGTHENING

Any consonant stroke may be lengthened one-half its length to add the sounds Tr, Dr, or Thr, except Mp and Ng. Mp when lengthened represents the sound of Mpr or Mbr. Ng when lengthened represents the sound of Ngr, Ngkr or Nggr. All downward strokes when lengthened in the first position rest on the line; in the second position, extend half a consonant length through the line, and in the third position, a full consonant length below the line. Lengthening does not affect the position of strokes written upward or horizontally. Lengthening cannot be used when a final sounded vowel follows the sound of Tr, Dr, or Thr; as, pottery, feathery, etc.

The -ed tick may be attached to a lengthened stroke to represent a final -ed sound.



EXERCISE

1. Potter, auditor, daughter, matter, father, fighter, heater, latter, operator.

2. Letter, feathered, rather, entered, neither, lighter, another.
3. Ordered, wonder, holder, winter, wilder, butter, hunter.
4. Wither, sunder, oyster, Easter, cinder, center, softer, better.
5. Finger, pumper, damper, hunger, tinker.
6. Temper, winker, slumber, timber, linger.
7. Singer, scamper, September, November, December.
8. Bumper, tamper, smother, actor, educator.
9. Cylinder, render, Henderson, water, powder, hydrant.
10. Debtor, whether, mother, hatter, hampered, after.
11. Hitherto, slender, writers, leather, asunder, bitter, voters.
12. Fodder, shudder, rector, irrigator, anthracite, smoother.
13. Thunder, chamber, wringer, rompers, anchor, amber.
14. Sinkers, lumber, alligator, younger, bankers, hanker.
15. Neutral, central, falter, elder, adulterate, unlettered.

INITIAL HOOKS

Very frequently the sound of L or R follows the sound of another consonant without a prominent vowel between the two consonant sounds, and in order to still further increase the rapidity of writing, it is found advantageous to represent these sounds by small initial hooks, called the L and R hooks.

An initial hook is sounded after the consonant on which it is written, and cannot be used when a long vowel is sounded between the two consonants.

- L HOOK

Rule.—A small initial hook, written on the right side of P, B, T, D, Cha, and J, and on the upper side of K and Ga, represents the sound of a following L.

A small initial hook, written on the inside of the curved strokes, F, V, Ith, The, and Sha, represents the sound of a following L. Sha with the L hook should not be written alone.

A large initial hook, written on the upper side of Ra, and on the inside of the curved strokes M and N, represents the sound of a following L.

These are the only strokes on which the L hook is written.



EXERCISE

1. Play, ply, plea, plum, plate, pledge, pupil, maple, please, plus, pedal.
2. Blow, bleach, pleat, bubble, babbled, bliss, place, plight, chapel, black, block.
3. Plush, pluck, oblige, placque, puddle, total, double, title.
4. Dabble, stable, pebble, enable, feeble, tablet, label, tumbled, placed.
5. Couple, table, suitable, emblem, gullible, labeled.
6. Fiddle, paddle, cudgel, club, clay, claw, clash, tickle.
7. Clerk, closely, cluster, cackle, knuckle, tattle.
8. Pickle, tinkle, uncle, fickle, class.
9. Circle, cable, buckle, enclose, glass, glow.
10. Clew, glee, claim, glide, globe, gable, glare, clause.
11. Smuggle, tangle, fly, float, flow, flew, baffle, flower, flay.
12. Flash, flask, bevel, shovel, bushel, glue, medical.
13. Barrel, spiral, mural, official, camel, final.
14. Animal, funnel, channel, kennel, Blackwood, hymnal.
15. Plural, mackerel, rural, mammal, flatters, blusters.
16. Duplicated, nominal, essential, sceptical, flour, flora.
17. Unpleasant, Gloucester, initial, inculcate, article, blasts.
18. Publicity, duplicity, penalty, vehicles, closest, blasted.
19. Legal, illegal, arrival, flannel, recollect, gladly, flail.
20. Icicle, glassy, glorious, despicable, rabble, arable.

R HOOK

Rule.—A small initial hook, written on the left side of P, B, T, D, Cha, and J, and on the under side of K and Ga, represents the sound of a following R.

The consonant strokes, F, V, Ith, and The take a small initial hook, and are reversed or curved in the opposite direction from that in which they are usually written, to represent the sound of following R.

By writing a small initial hook on the inside of the curved strokes Ish and Zhe, the sound of R is added.

A large initial hook is written on the inside of the curved stroke La to represent a following R sound.

By writing a small initial hook and shading the strokes M and N, the sound of a following R is represented.

These are the only strokes on which the R hook is written.



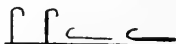
EXERCISE

1. Pray, pry, paper, press, price, prow, reproach, prime.
2. Process, produce, promise, dipper, brow, praise, break, brisk, bread.
3. Brawl, cheaper, vibrate, brackets, labor, tree, trace, trip.
4. Track, trick, tripe, trim, tray, trouble, treat, trap, truck, traded, betray.
5. Dram, dream, drag, trickle, dread, dray, dreary, ledger.
6. Crow, cry, crust, teacher, preacher, liquor, checkered, poker.
7. Breaker, maker, smoker, blacker, crisp.
8. Credit, knocker, gray, eager, grasp, picker, grazed.
9. Free, fray, freight, freak, offer, frame, fruit, frost, frail.
10. Fresco, sulphur, lever, lover, author, throw, threw, threat.
11. Either, shriek, shrew, ushers, measure, shrivel, thresher, humor, tenor.
12. Calmer, enrich, tinner, unrest, plumber, minor.
13. Color, rumor, thinner, femur, mineral, cooler.
14. Druggist, broker, broadcloth, promote, promoter, energy.
15. Addresses, gravity, trailing, percentage, preclude, proceed.
16. Treasure, unfavorably, newspaper, drilling, crafty, framed.
17. Fracas, shrimp, crippled, crusted, presentable, worker.
18. Trifle, privilege, presented, incredulous, trusted.
19. Tropical, utterly, cleaner, dinner, finer, grammar, treaty.
20. Rubber, arbor, prayer, prairie, trail, trolley, Detroit.

LARGE WA HOOK

Rule.—A large initial hook, written on the right side of T and D and the upper side of K and Ga, represents the sound of Wa immediately following the sound of the consonant.

The Iss circle may be written inside of the large Wa hook to represent the sound of a preceding S.



EXERCISE

1. Twice, dwell, twist, inquest, require, equal, twill.
2. Quest, equip, bequeath, quorum, inquire, twitter.
3. Quiver, queer, equity, quire, quoth, quizzed.
4. Quarrel, quaker, twinkle, squaw, quell, squeal.
5. Quick, quarry, quill, tweezers, quailing, quiet.
6. Request, inquiry, squash, quake, twitch.
7. Acquittal, iniquity, inadequate, twirl, quart, twangs.
8. Liquidate, qualifiedly, equality, atquired, acquiesce, twisted.
9. Maguire, quit, quibbler, guano, quite, quota, Uruguay.
10. Likewise, inquires, inquiry, inquirer, quibble, qualifiable.

FINAL HOOKS

N HOOK

Rule.—A small final hook, written on the left or under side of straight strokes, and on the inside of curves, represents the sound of N. It cannot be used when N is the last consonant sound in a word followed by a final sounded vowel.

The N hook is read always before the shortening and either before or after the lengthening principle.

NOTE.—The N hook may be attached to all strokes.



EXERCISE

1. Pain, pin, pan, pawn, pen, pun, pine, bean, bone, boon, bin, ban, bun, tin, tan, din, tune, ton.
2. Den, dawn, Dane, down, chain, chin, June, join, keen, cane, coin, cone, kin.

3. Gain, gown, fin, fan, fine, fawn, vain, van, vine, thin, then, than, shown.
4. Shine, shun, lane, loan, loon, line, rain, run, Rhine, Rhone, mean.
5. Main, mine, moon, men, nine, noon, pollen, muslin, felon.
6. Abstain, assign, barren, slain, ripen, lemon, sexton.
7. Reckon, scan, engine, heathen, refine, festoon.
8. Paint, tent, pint, bend, mint, faint, rented, tinted, lint, tuned, jointed, meant, round, pinned, find, vent.
9. Render, painter, tendered, return, fender, patterned, lender, thundered.
10. Incline, planted, flown, plain, train, French, friend, Spanish, printer, trained.
11. Payment, fainting, maintain, finance, crown, trench, prone.
12. Keystone, violin, obtained, marine, masculine, chanted.
13. Fringe, kind, gallon, management, financial, resident.
14. Mind, plenty, Lenten, reminder, earning, foundry.
15. Men, many, pen, penny, bone, bony, down, downy, shine, shiny, fun, funny, even, avenue.
16. Imprint, Washington, Trenton, Kentucky, Vermont.
17. Twinge, invented, Maryland, Monday, Holland, tenth.
18. Shipment, arrangement, account, Pullman, Germantown.
19. Quantity, machinery, remainder, unknown, evident.
20. Remain, taken, blacken, quicken, regiment, oranges.
21. Iron, run, queen, Nolan, fountain, ocean, planter, flounder.

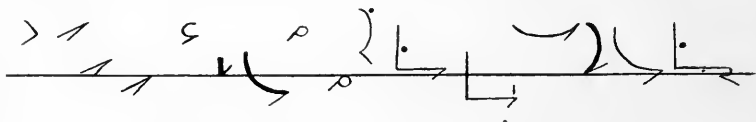
PHRASING

It is to be remembered that the primary object to be attained in writing shorthand is as great speed as is consistent with legible outlines. To this end words may be "joined together" or phrased, and the words of most frequent occurrence, **THE**, **A**, **AN**, and **AND**, are joined to other words according to the following rules:

THE is represented by a small slanting tick at the *end* of a preceding stroke, written in the direction making the sharpest angle. It has no position of its own, and should not

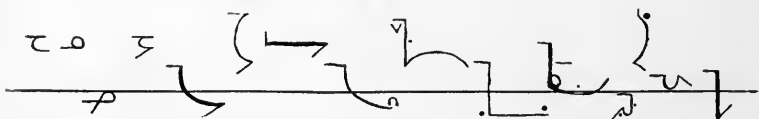
be written alone. When THE begins a sentence, the dot word-sign must be used.

NOTE.—In attaching the THE tick to the word-sign *of*, it must be slanted to the left in order that the resulting outline may not conflict with the word-sign *I*.



Of the, on the, should the, how the, with the, before the, have the, is the, has the, see the, take the, took the, in the, was the, for the, taken the.

A, AN, or AND is represented by a small horizontal or vertical tick written at the *beginning* of a following stroke in the direction forming the sharpest angle. It has no position of its own, and should not be written alone.

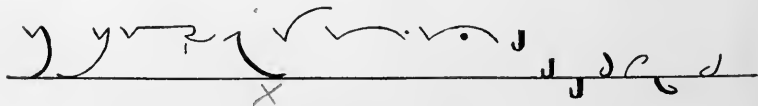


And with, and is, and has the, and with the, and have the, and think the, and give the, a few, an item, an attack, a dozen, and attend the, and see the, and yet the, and had the.

A single tick may be joined to a following word to represent the pronoun *I* in such cases where the complete sign cannot be employed.

When *I* begins a phrase, the outline is always written in the first position.

N hook and shortening add *not* to words or word-signs.



I was, I shall, I cannot, I have, I will, I am, I may, did not, do not, had not, was not, will not, have not, shall not.

F OR V HOOK

Rule.—A small final hook, written on the right and upper side of straight strokes, represents the sound of F or V. On curved strokes, this hook is made long and straight. It cannot be used when F or V is the last consonant sound in a word followed by a final sounded vowel.

The F or V hook may be written on all strokes.

The F or V hook is always read before the shortening.



EXERCISE

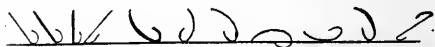
1. Beef, pave, puff, tiff, tough, dove, dive, chief, chaff, cough, cove.
2. Five, thief, rave, reef, roof, calf, brave, trough, prove, drifted, caved.
3. Crave, serve, craft, bluff, defence, grove, define, tuft, definite, cleft.
4. Toughen, muff, move, knave, tariff, preserve, positive, cleave.
5. Proven, bereft, deprive, rove, derive, sheriff, archive.
6. Effective, negative, captive, arrive, believe.
7. Starve, cuff, observe, giraffe, skiff, reserve, remove.
8. Brave, draft, groove, gaff, grieve, graft, glove.
9. Cliff, refrigerator, obviate, advances, brevity, dived, divide.
10. Buffet, deviate, deficient, plaintiff, prospective.
11. Sensitive, provoke, laxative, carafe, definitely, defenseless.
12. Taffy, defy, review, survey, coffee, alcove, deft, defeat.

SHON HOOK

Rule.—A large final hook, written at the end of any consonant stroke, represents the sound of Shon or Zhon. It is written on either side of straight strokes and on the inside of curves. However, when a straight stroke is preceded by a circle, loop, initial hook, or curved stroke, the Shon hook is written on the side opposite to the circle, loop, initial hook, or curved stroke.

If no circle, loop, initial hook, or curved stroke precedes a straight stroke, the Shon hook is written on the opposite side of the accented vowel.

The Shon hook can be written on any stroke and can be used in the middle of a word.



EXERCISE

1. Option, passion, action, auction, cushion, potion, edition, fashion, vision, optician.
2. Dictation, attention, exception, section, station, erection, allegation.
3. Motion, separation, donation, petition, derivation, remission.
4. Reduction, coalition, operation, fiction, invasion.
5. Discussion, incubation, admission, revolution, inception.
6. Selection, exhibition, admiration, elocution, digression, fraction.
7. Oppression, attrition, preparation, depletion, occupation, reception, execution.
8. Education, extortion, facilitation, apparition, imitation, solution.
9. Educational, stationery, auctioneer, rational, dictionary, additional.
10. Rustication, ejection, oxidation, traction, location, appellation.
11. Cohesion, politician, vacation, adoration, partition.
12. Intimation, intention, resumption, suspicion, application, repetition.
13. Moderation, reformation, renovation, intoxication.
14. Dissipation, degradation, observation, ruination.
15. Hessian, repression, aggregation, aggression, quotation, dissection.
16. Legislation, infatuation, crucifixion, declaration.
17. Fermentation, determination, stimulation, estimation.
18. Corporation, international, preservation, exultation.

19. Dispassionate, defection, vocation, simulation, assimilation, rogation, irrigation.
20. Reaction, specification, predomination, division.

ISHN, ESHN OR ASHN HOOK

When the sound of Ishn, Eshn or Ashn follows the Iss circle at the middle or end of a word, it is represented by extending the Iss circle through the stroke so as to form a small half-circle on the opposite side.



EXERCISE

1. Physician, position, incision, decision, musician, recession, sensation, accession.
2. Causation, taxation, imposition, accusation, recessional, oppositional, sensational.
3. Possession, opposition, proposition, apposition, excision.
4. Secession, supposition, procession, authorization.
5. Succession, precision, capitalization, acquisition, vexation.

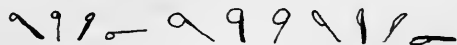
TRIPLE CONSONANTS

In words where the sound of S precedes a double consonant (forming a triple consonant), the following rules must be observed:

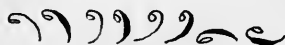
1. The Iss circle is always written inside of the L hook on straight strokes and curves.



2. The R hook on the straight strokes is closed at the beginning by the Iss circle, Ses circle, and Ste loop.

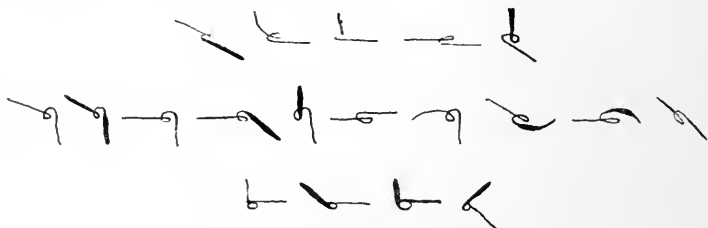


3. The Iss circle is always written inside of the R hook on the curved strokes.



In the middle of a word, the Triple Consonant is used exactly as it is at the beginning, with the following exception:

The R hook cannot be closed with the circle, except in such cases where the circle formed by closing the R hook cannot be mistaken for the Iss circle alone.



NOTE.—The circles and loops which are formed on the left and under sides of straight strokes by closing the R hook will not conflict with the circles and loops alone on the same strokes, as the latter are written on the right and upper sides.

EXERCISE

1. Splice, subtle, splutter, settle, supply, satchel, sable, cycle, saddle, supple, civil.
2. Supper, screw, stray, solder, strew, secrete, street, saber, straight, cedar.
3. Supreme, spring, stream, strike, scrawl, struck, cypress.
4. Suppressed, struggle, soprano, sprinkle, stutter, stabber, stouter.
5. Stupor, screen, scrap, scrub, stroke, stroll, strung, stretched.
6. Scribble, sprig, scrape, strainer, screech, script.
7. Sinner, simmer, safer, suffered, sever, cipher, summer, signer.
8. Prostration, possible, extreme, exclude, exclaim.
9. Physical, pastry, expressed, destroy, prisoner, display.
10. Discretion, subscriber, disagree, subscription, prescription.
11. Bicycle, stopper, massacre, stoker, stagger, straddle.
12. Stretcher, scribe, stroll, straws, description, tapestry.
13. Gossiper, abstract, gastric, classical, passable, disable.

14. Noticeable, disturb, Pittsburgh, outstrip, excursion.
15. Excrescence, restricted, distress, poisoner, personal.

CIRCLES AND LOOPS ADDED TO FINAL HOOKS

When the sound of S is heard after the final hooks, it is represented by writing the Iss circle inside of all F or V hooks, all Shon hooks, and inside of the N hook on curved strokes.



The N hook on straight strokes may be closed entirely by the Iss and Ses circles and the Ste and Ster loops. The hook is read before, and the circle or loop after, the shortening principle.



The sound of -ist -est, or -ast may be added to a final hook by shortening the S stroke and writing it either upward or downward.

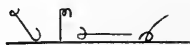
The ishn, eshn, or ashn hook may be written after an N hook which has been closed by the Iss circle.

EXERCISE

1. Puffs, dives, mufts, caves, roughs, beefs, chiefs, cuffs, scoffs.
2. Lens, fence, fans, veins, lance, oceans, vines, loans, lanes.
3. Pins, tense, pains, pounce, tunes, dance, dunce, bounce, dawns, canes, pines.
4. Expense, instance, wakens, dispense, rinsed, response, happens, pawns.
5. Danced, pounced, chanced, tenses, Kansas, dances, chances, pounces, attains, expenses.
6. Punster, lances, spinsters, fenced, cleansed, lanced, plants.
7. Vainest, finest, meanest, leanest, gravest, roughest, plainest, cleanest.
8. Drovers, swerves, achieves, trance, preference, cleanses.
9. Assigns, references, earns, runs, earnest, finances, fences.
10. Expensive, elocutionist, machinists, violinist, keenest.

IN, EN OR UN HOOK

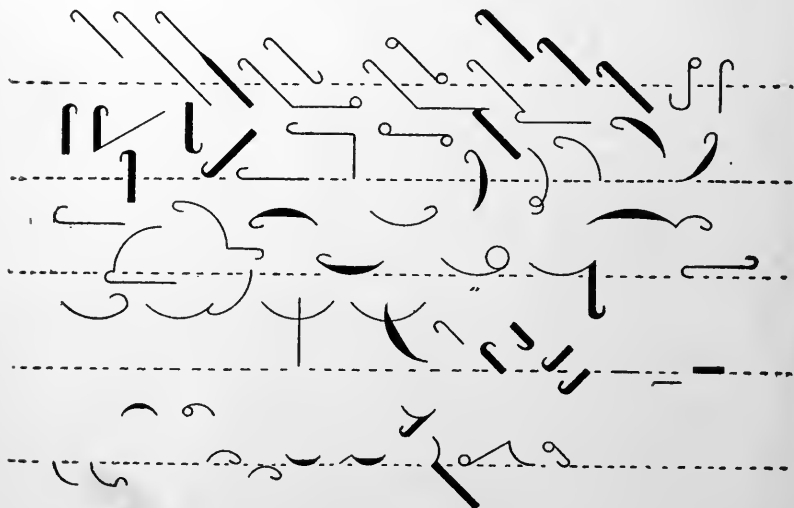
The syllable in, en or un may be prefixed as an initial hook before any stroke beginning with the Iss circle, by writing a small half-circle on the opposite side of the stroke. This form should only be used in such cases where the stroke N would make an awkward joining.



EXERCISE

1. Enslave, insult, insulator, unswayable, unceremonious, unscrew, unsettle.
2. Unstrung, inspiration, unsettled, inscriber, instrument, unsalable, instruction.
3. Inseparable, insolvent, unseemly, insurrection, uncivilized, unstrain, insolence.
4. Insolvable, inscrutable, insalubrious, insolent, insobriety.
5. Instructor, unsupplied, insuperable, inscription.

HOOK AND HALF LENGTH WORD SIGNS



Line 1.—Principal-ly-ple, property, probable-y, practice, perform, practicable, surprise, practical-ly, liberty, member-remember, number, satisfaction, until.

Line 2.—Deliver, delivery, during, different-ence, general-ly, difficult-y, quality, consequence, other, association, from, over, pleasure.

Line 3.—Question, electrical, frequent-ly, Mr.-remark, manner, opinion, United States, endeavor, improvement, careful-ly.

Line 4.—Information, influential, notwithstanding, nevertheless, particular-ly, able to, behind, gentlemen, gentleman, could, catalogue, good.

Line 5.—Fact, future, immediate-ly, somewhat, amount, movement, under, hundred, intelligent, establish, certificate, superintendent.

PREFIXES

Complete syllables at the beginning of a word may be represented as follows:

Con, com, cog, can, or cum, by a dot at the beginning of an outline and in line with it.

When the sound of con, com, cog, can, or cum occurs between two consonants or words, it is indicated by writing the second consonant or word close to or under the first.

Circum or Self may be represented by a small disjoined circle in the second position of the following consonant and before it.

Magna, magne, or magni is represented by M disjoined over the following stroke.

(A word does not take the position of the vowel in the prefix, but is written in the position of the first vowel in the body of the word.)

EXERCISE

1. Compose, complain, compress, combine, committee, concern, convey, contrive, contain, conclusion, confuse.
2. Confine, concession, concave, conceal, condense, conceit, concoct, consultation.

3. Condemn, confection, contract, confidence, compact, confiscation, commence.
4. Construct, commit, consume, compass, convince, comment, commutation, competent, completed, compromise, comply, contented.
5. Comparative, contrast, comparison, contest, contrivance, conquest.
6. Compulsion, control, communication, commission, continue, consolidate, contrary.
7. Accommodate, decompose, uncommon, recompense, unconcern, recommit.
8. Encompass, reconstruct, incomparable, accomplice, discontinue, accomplish.
9. Circumstances, circumspect, circumvent, circumflex, circumscribe, circumstantial.
10. Self-praise, self-respect, self-control, self-restraint, self-esteem, self-sacrifice.
11. Self-defense, self-confidence, self-reproach, self-deception, self-dependent, self-protection.
12. Magnify, magnitude, magnetic, magnificent.
13. Constitute, constrain, conveniences, commend, command.
14. Composition, compensation, conduce, condensation.
15. Disconnect, discomfort, discontent, encumbered.
16. Non-committal, misconstrue, recognition, compatible.
17. Incompetent, inconceivable, incongruity, inconspicuous.
18. Circumference, circumvention, circumjacent, circumfuse.
19. Self-evident, selfish, self-command, self-accused, self-made.
20. Magnesia, magnetism, magnificence, magnificently.

AFFIXES

Complete syllables at the end of words may be represented as follows:

Ing. by a dot at the end of the stroke and in line with it.

Ings, by an Iss circle disjoined at the end of the stroke and in line with it.

Any word or word-sign may be disjoined at the end of the stroke, and in line with it, to indicate the syllable *ing* and the following word.

Lessness, by disjoined La-Iss.

Fulness, by disjoined F-Iss.

Ility, elity, or ality, and erity or arity, by disjoining the preceding consonant stroke from the rest of the outline.

Ency or ancy, by disjoined N stroke.

Ingly, by disjoined J tick.

EXERCISE

NOTE.—In the following exercises it is necessary to insert only the first vowel.

1. Paying, buying, eating, saying, showing, aching, airing, laying, chewing, aiding, dying.
2. Making, arming, joking, reaching, packing, shaking.
3. Scrapings, suitings, writings, bearings, weddings, workings, outings.
4. Thanking you, trusting that, asking you, setting the, keeping the, touching the, having the, showing you, hoping that.
5. Hopelessness, artlessness, lawlessness, harmlessness, thanklessness, thoughtlessness, boundlessness.
6. Faithfulness, hopefulness, lawfulness, peacefulness, thankfulness, skilfulness, watchfulness.
7. Suitability, capability, legibility, possibility, vitality, futility, locality, fidelity.
8. Dexterity, popularity, posterity, prosperity, disparity, temerity, polarity.
9. Potency, tendency, stringency, discrepancy, competency, contingency, agency.
10. Lovingly, jokingly, hesitatingly, exceedingly, knowingly, laughingly.
11. Romping, predominating, demonstrating, illustrating.
12. Soliciting, obliging, earnings, brushings, offerings.
13. Breaking the, knocking the, desiring that, sending you.
14. Hoping the, asking that, requesting you, showing that.

15. Recklessness, listlessness, groundlessness, carelessness.
16. Mindfulness, dreadfulness, sinfulness, responsibility.
17. Frugality, exhaustibility, principality, formality.
18. Credibility, hospitality, reliability, plausibility.
19. Rascality, emergency, exigencies, consistency.
20. Alarmingly, soothingly, seemingly, blushinglly.

OMMISSIONS

The following sounds may be omitted :

T after S. (Substitute Iss circle for Ste loop.)

N before Jr or M.

The L hook on B and F where the joining will not permit it to be used.

These omissions are only used where the joining will justify it.

EXERCISE

1. Mostly, postal, lastly, mistake, restless, postage, post-office.
2. Danger, passenger, stranger, manager, disappointment, entertainment, attainment, postponement.
3. Fashionable, sensible, accountable, profitable, feasible, peaceful, graceful, successful.
4. Customary, customers, ginger, tenement, postmasters.
5. Costly, tasteless, postpaid, investigation, atonement.
6. Honestly, testimony, priestly, ornament, breastpin.
7. Combustible, boastful, forcible, accessible, responsible.
8. Attainment, obtainable, insurmountable, amenable.
9. Restful, appointment, disgraceful, condensable.
10. Digestible, extensible, institute, plunger, assignment.

BUSINESS CORRESPONDENCE

Write the following letters in shorthand :

Dear Sir :

I regret to inform you that your account, which was due on the first of December, is still unpaid. I trust that you will take the matter up at your earliest possible convenience, as it is absolutely necessary for me to have the money.

Yours truly,

Gentlemen :—

Enclosed you will find check for \$134.08, in payment of my account up to March first. I will send you a check for the balance of the amount probably in about a week or ten days. If you can allow me an extension of time, say about thirty days, I will greatly appreciate it.

Yours truly,

Dear Sir :

We have your favor of the 17th instant, and beg to thank you for the check you enclose. We will place the amount to your credit, and hope to do business with you in the future. Our agent will be in your town sometime this week, and we will telegraph him to call upon you and show you our new line of goods, which we think will meet with your approval. In case you should decide to favor us with an order, we will allow you the same terms that you have always received.

Yours truly,

Gentlemen :

Your favor of the 27th instant came duly to hand. Complying with your instructions, we will forward you to-day as much of your order as we have here just now. We will send you the same per Adams' Express as usual. Hoping that the goods will reach you safely, we remain,

Yours truly,

Dear Sirs:

In reply to your letter of the 21st instant, we would say that we cannot at the present time allow you the 10 per cent. discount asked for. Our margin of profit is so low on these goods that it would be impossible for us to derive any benefit whatever from handling them, if we did so

Yours truly,

Gentlemen:

In response to your telegram of even date, I desire to inform you that present prices of grain will prevent me from filling the balance of your order at the old terms. I am sorry that such is the case, but I cannot sell you at a loss. If you would be willing to arrange a new scale of prices with me I would be glad to make an appointment with you, at which time we could thoroughly discuss the matter and come to a definite understanding. Trusting to hear from you soon, I remain,

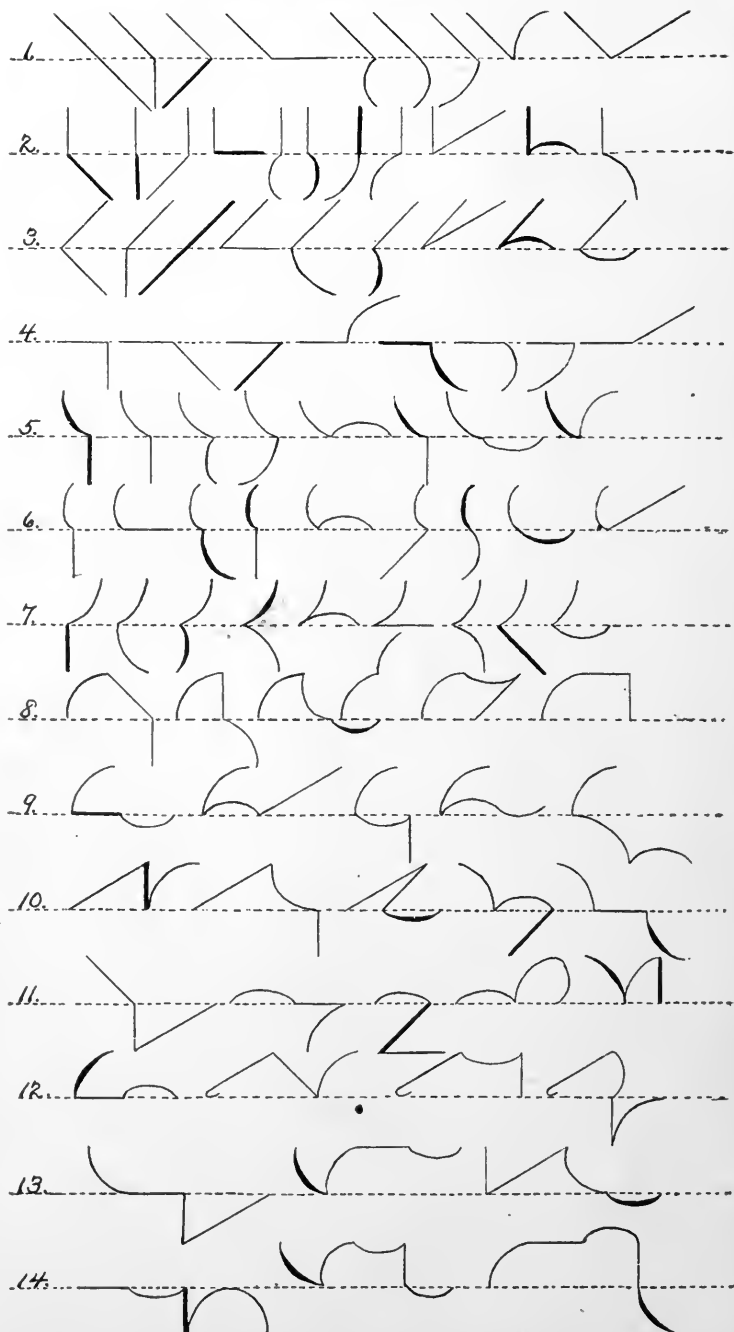
Yours truly,

Shorthand Key

to

Preceding Exercises

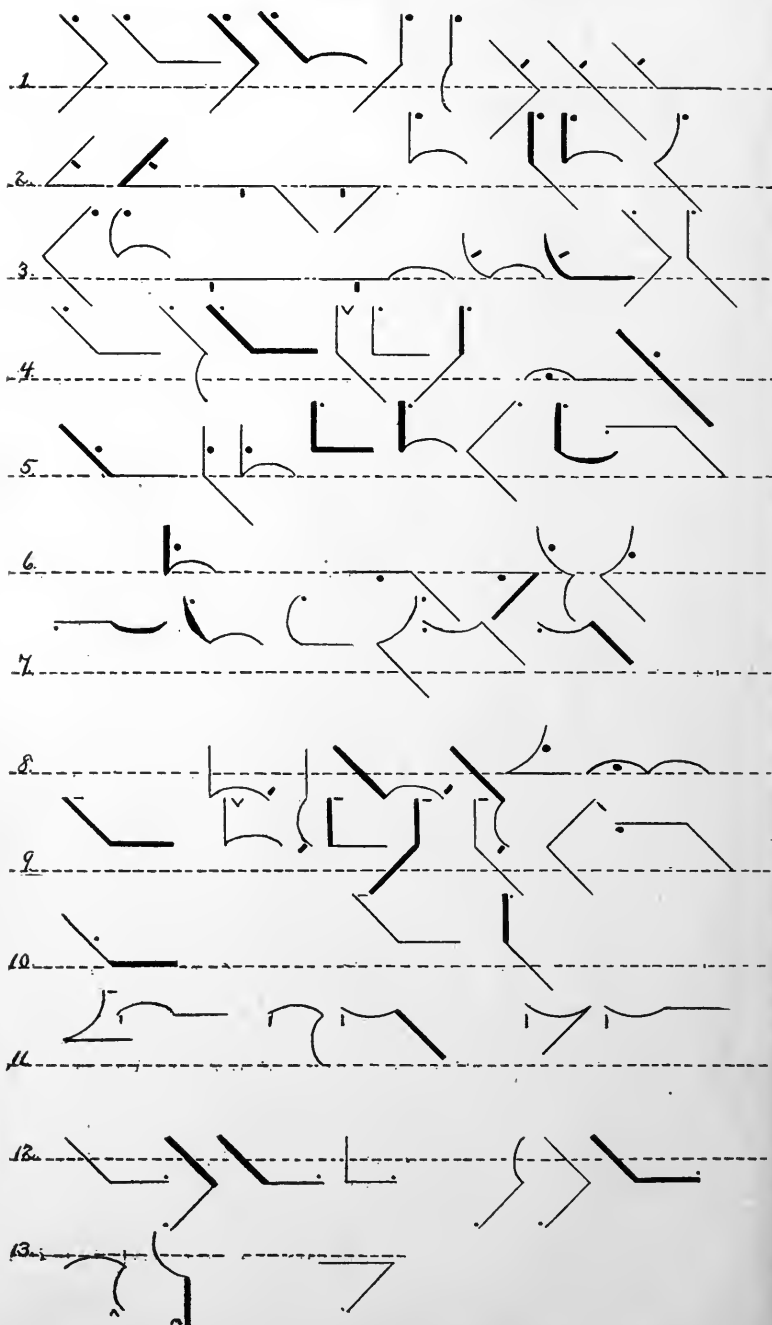
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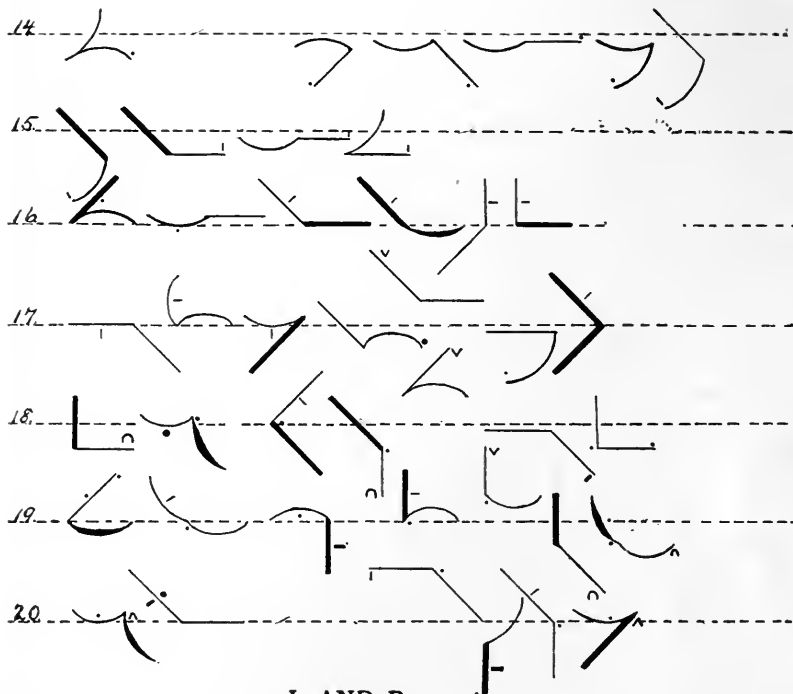


WORDS OF ONE SYLLABLE

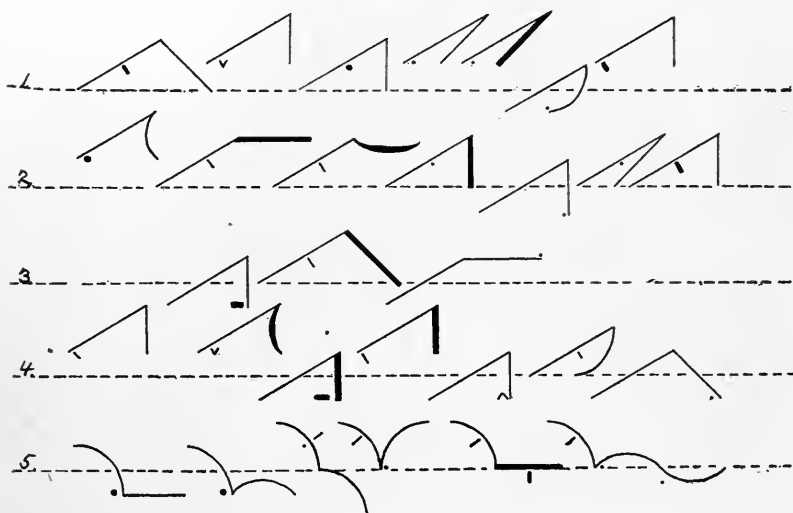


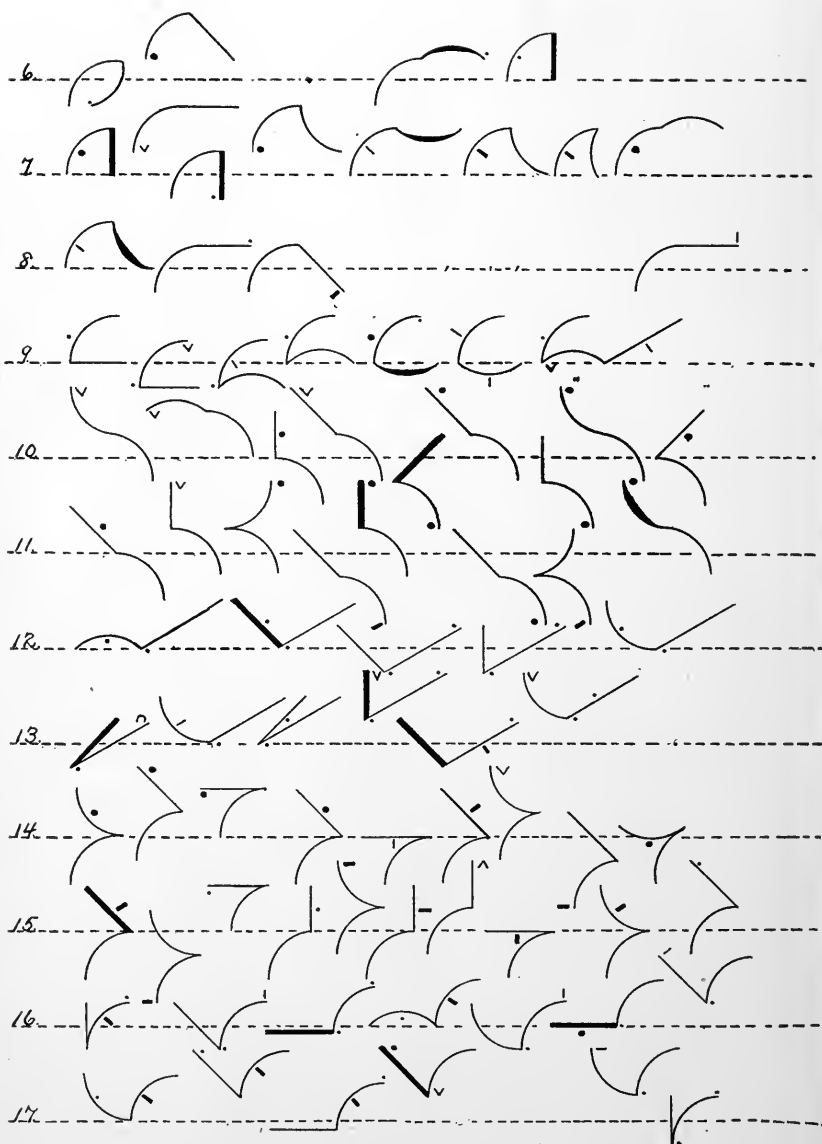
VOWELS BETWEEN CONSONANTS



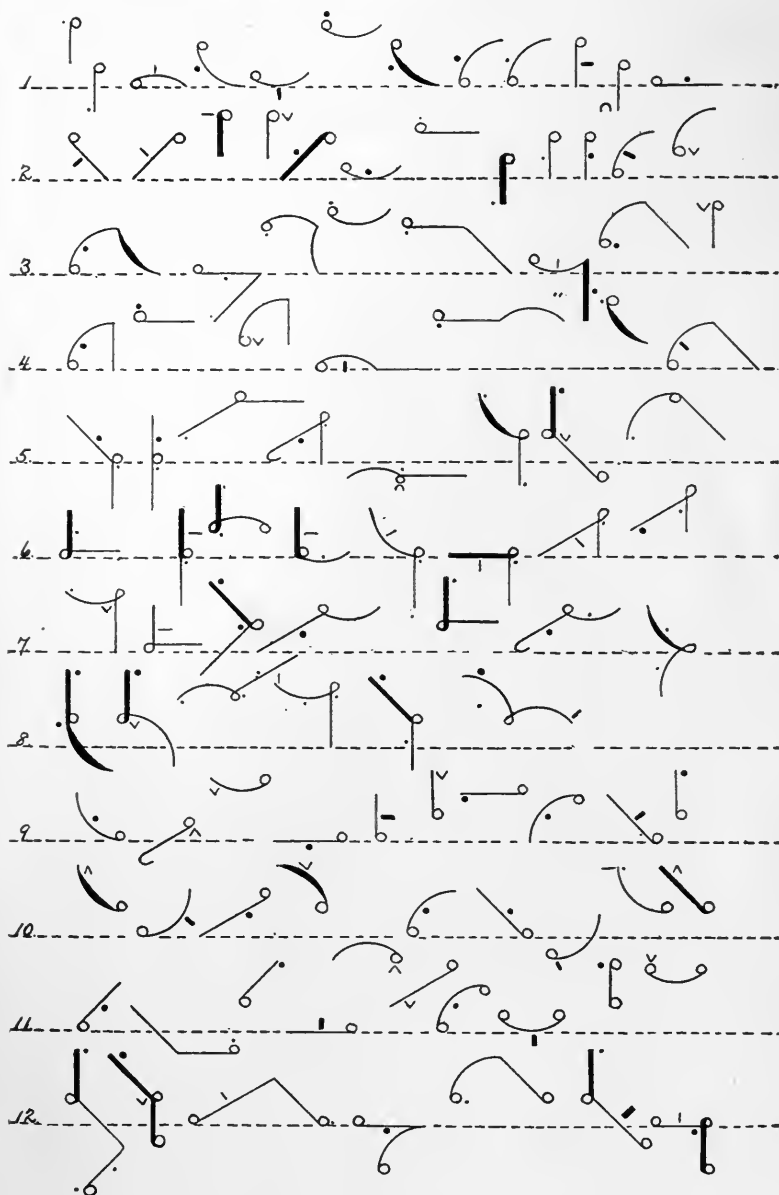


L AND R

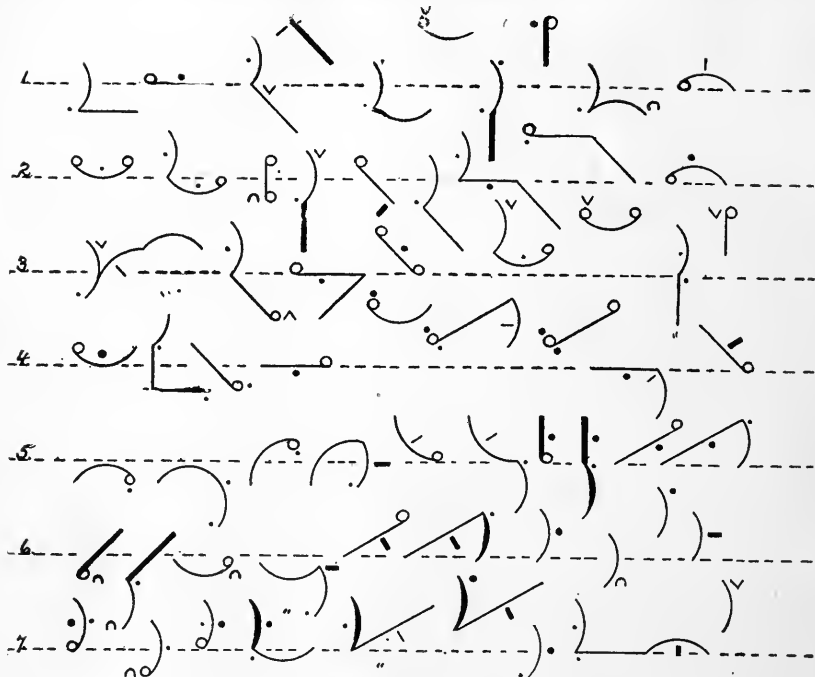




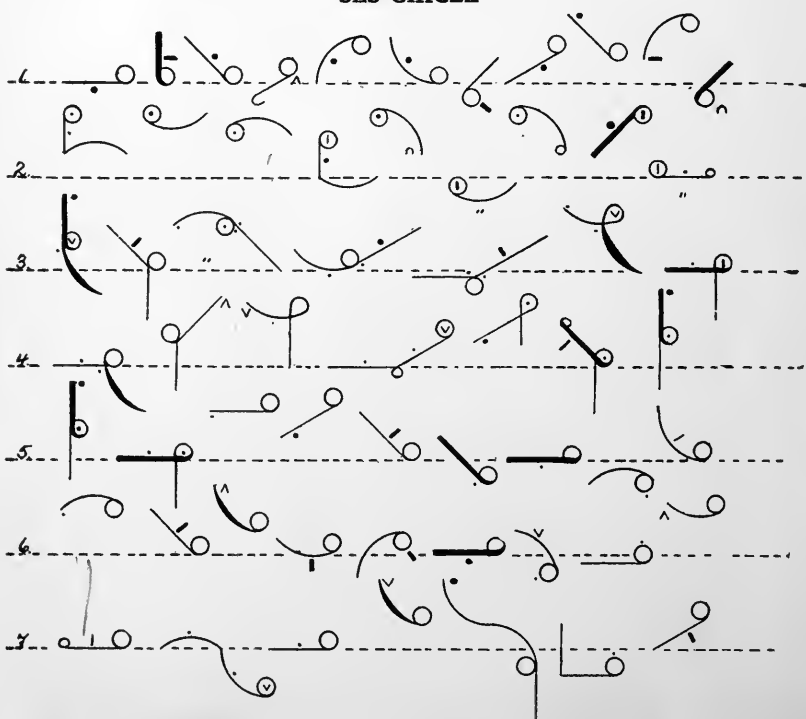
BRIEF S OR ISS CIRCLE



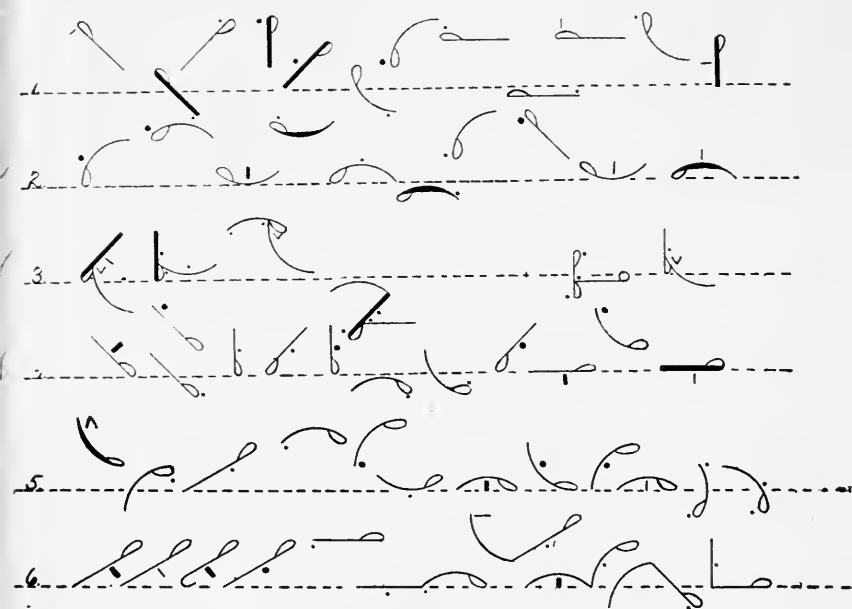
STEM S AND CIRCLE ISS



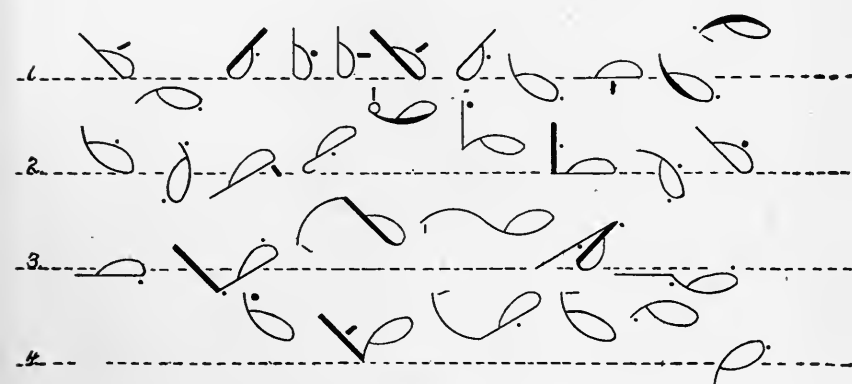
SES CIRCLE

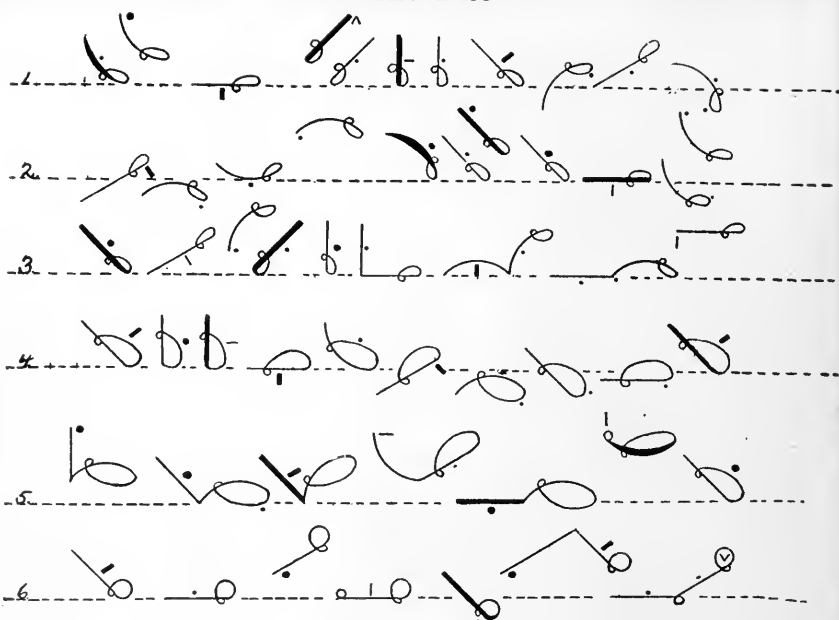


STE LOOP

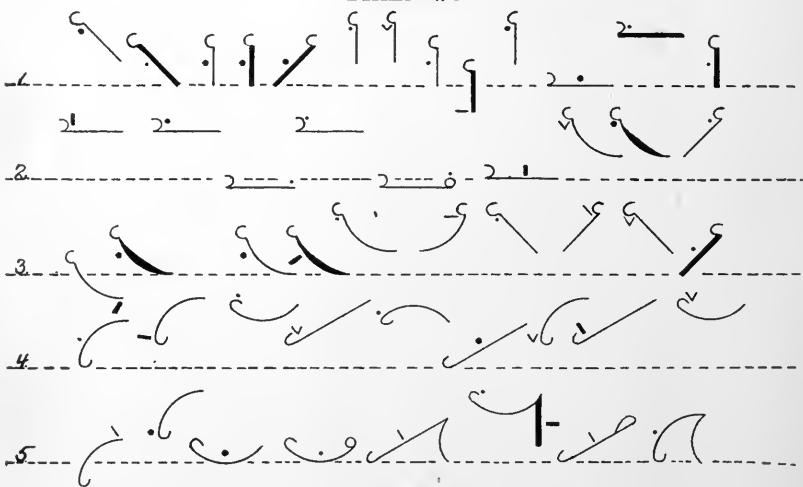


STER LOOP

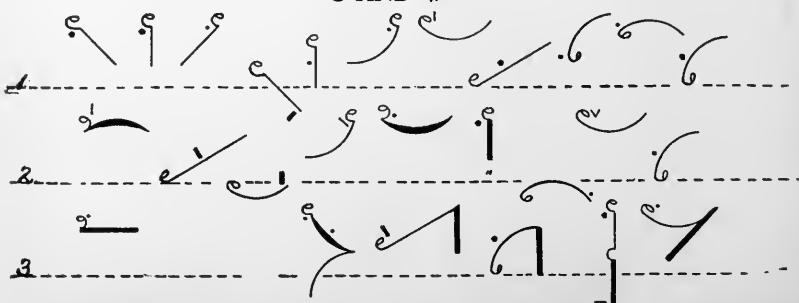




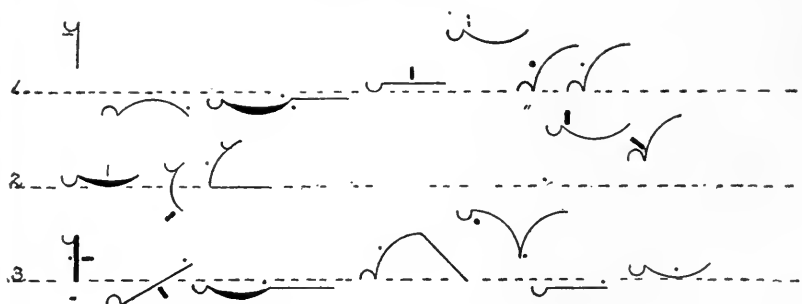
BRIEF WA



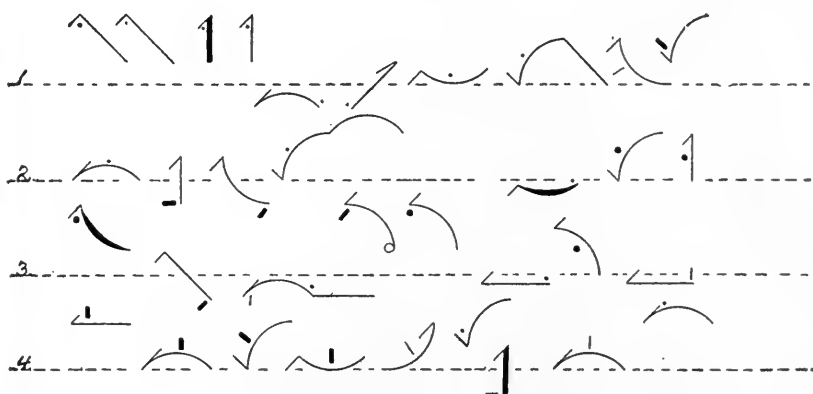
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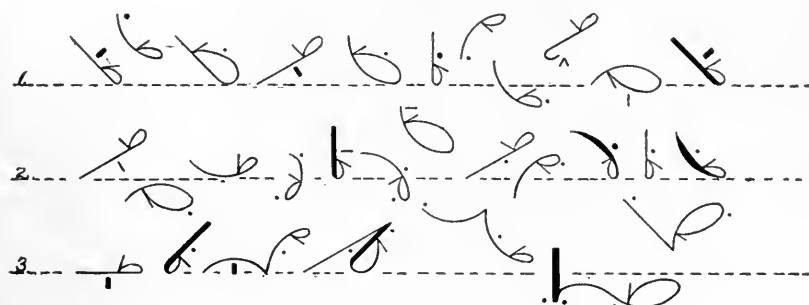
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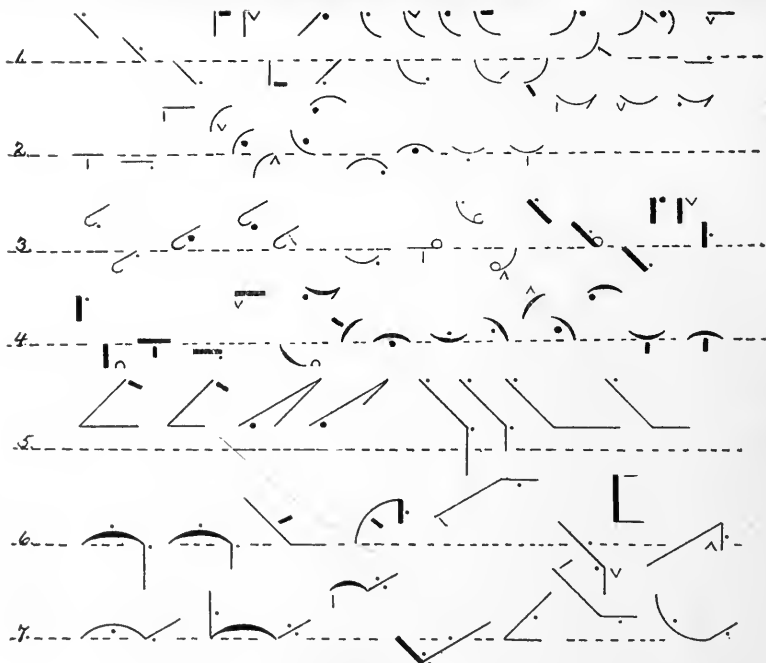
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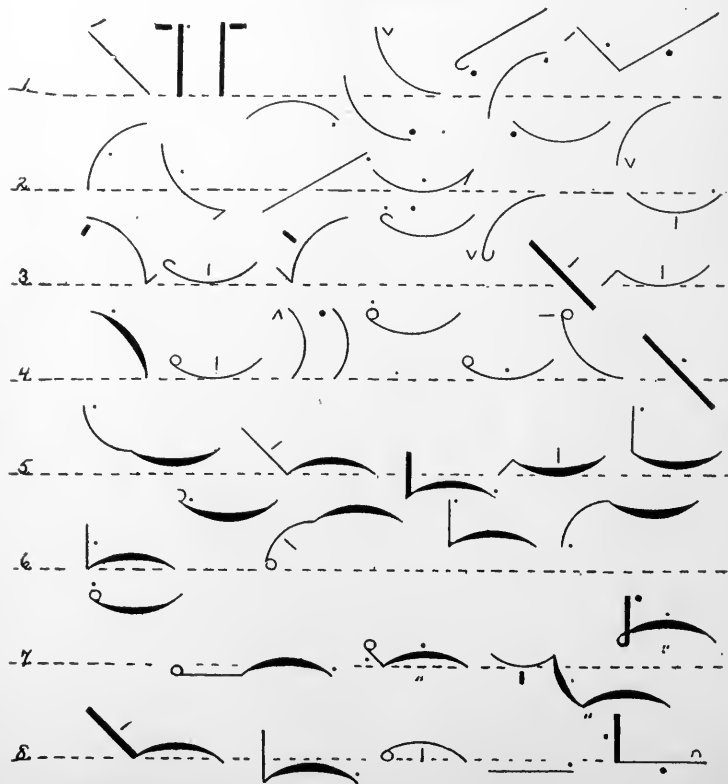
ED TICK



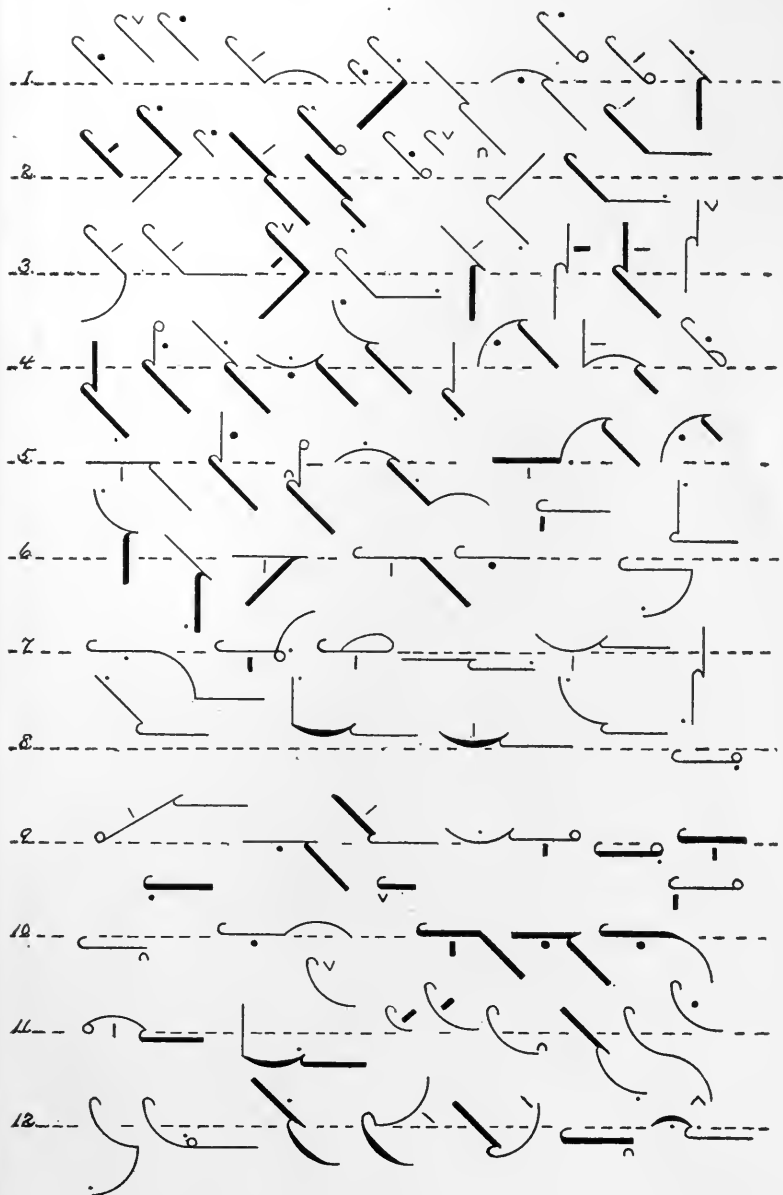
SHORTENING

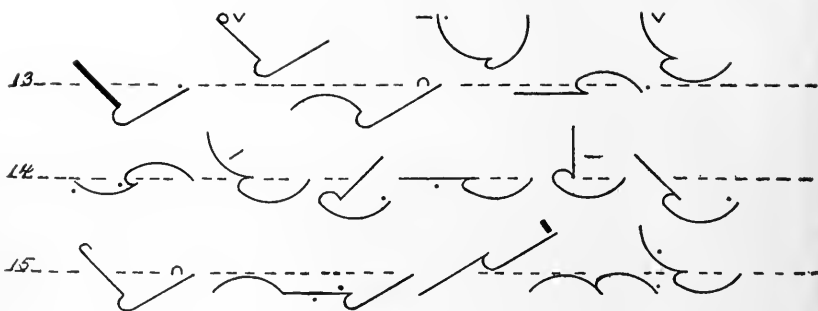


LENGTHENING

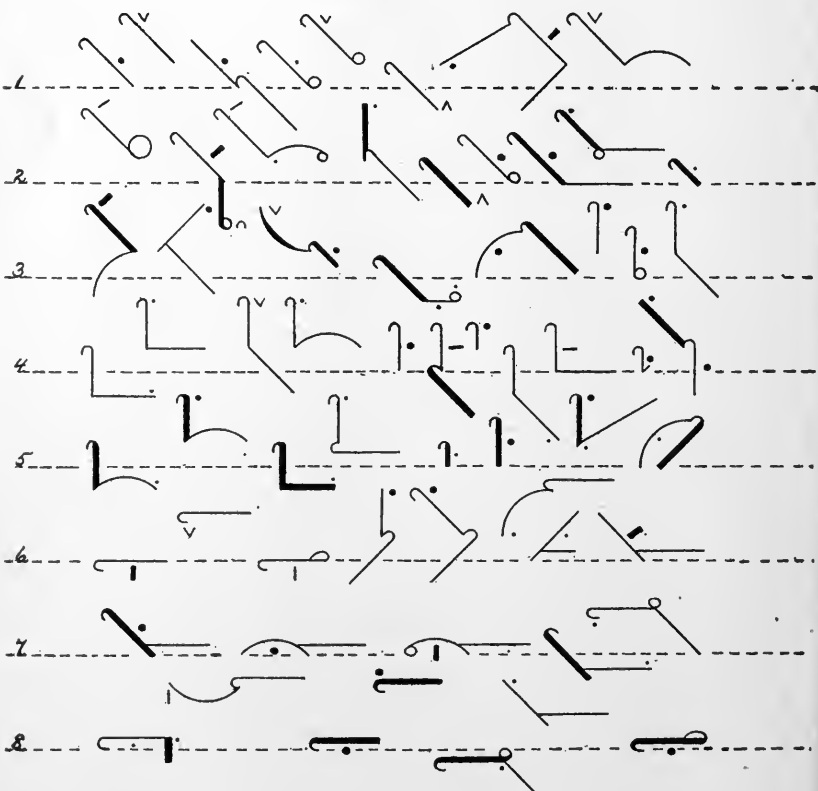


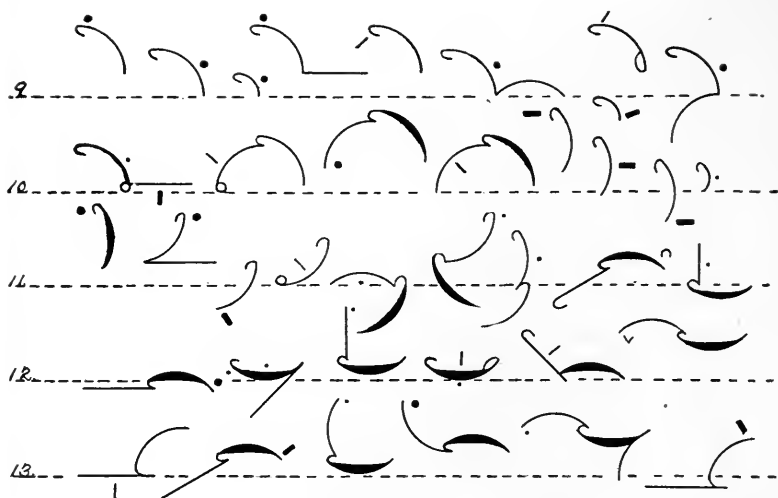
L HOOK



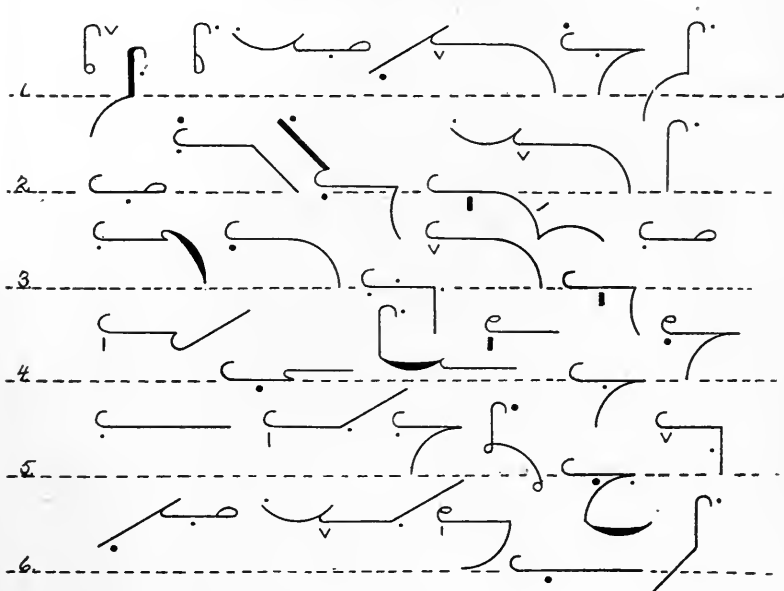


R HOOK





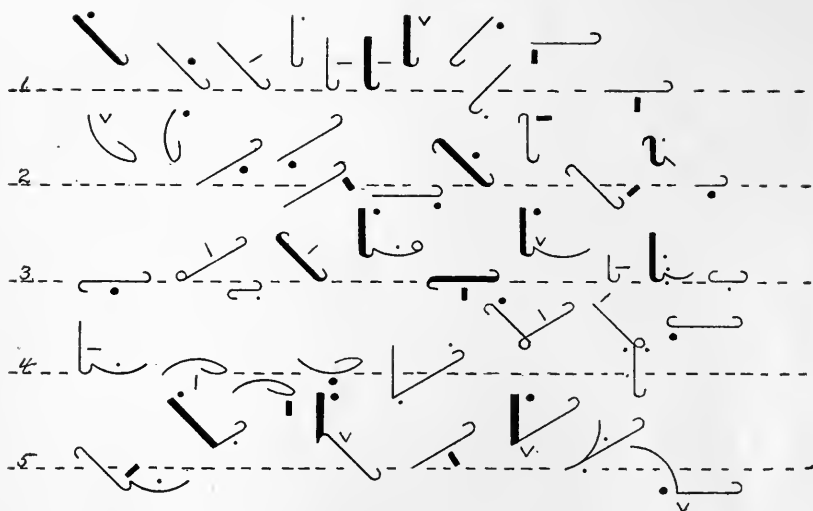
LARGE WA HOOK



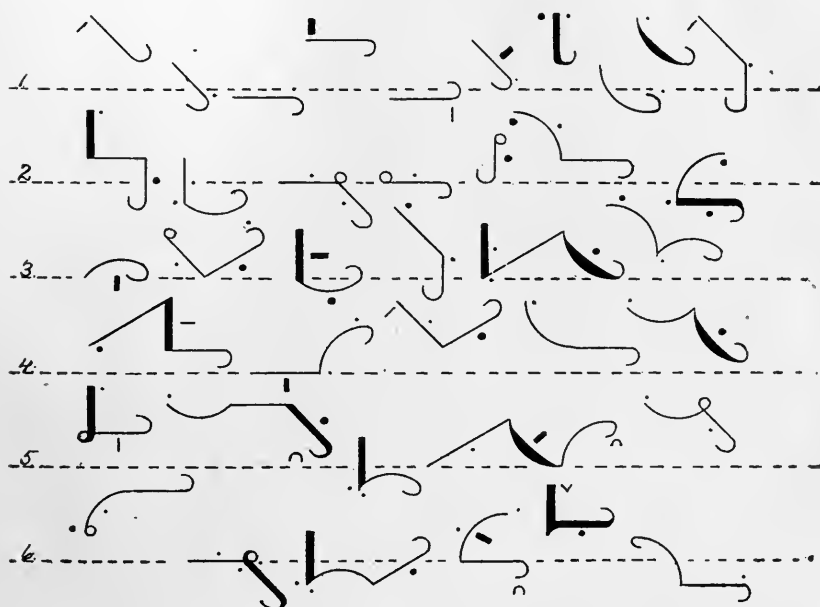
N HOOK

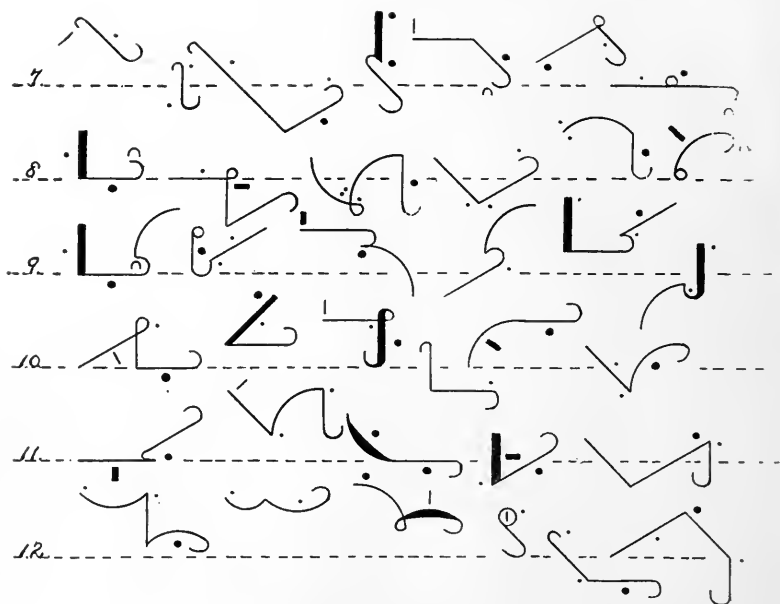


F OR V HOOK

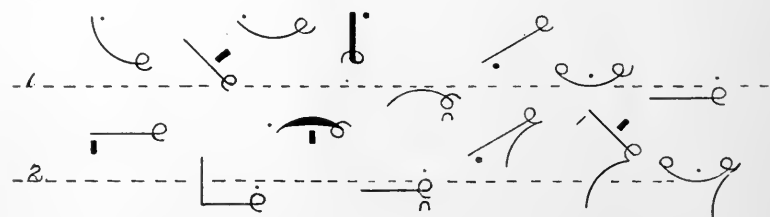


SHON HOOK



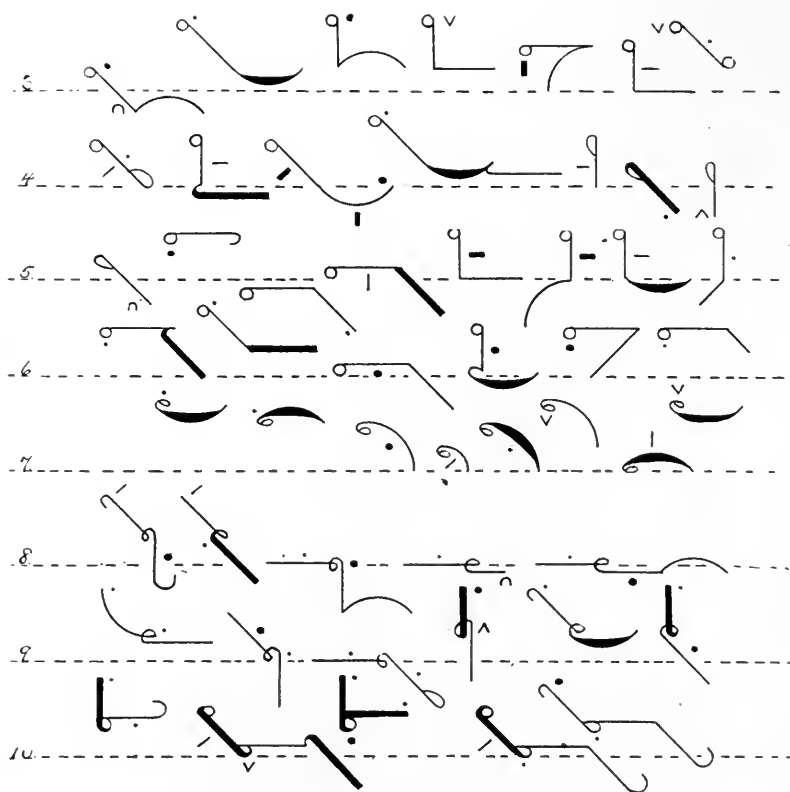


SHON AFTER ISS

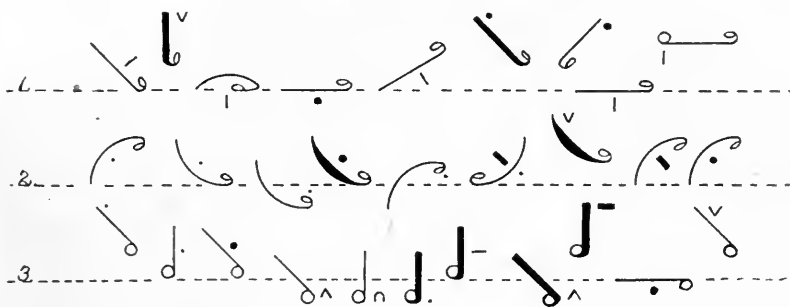


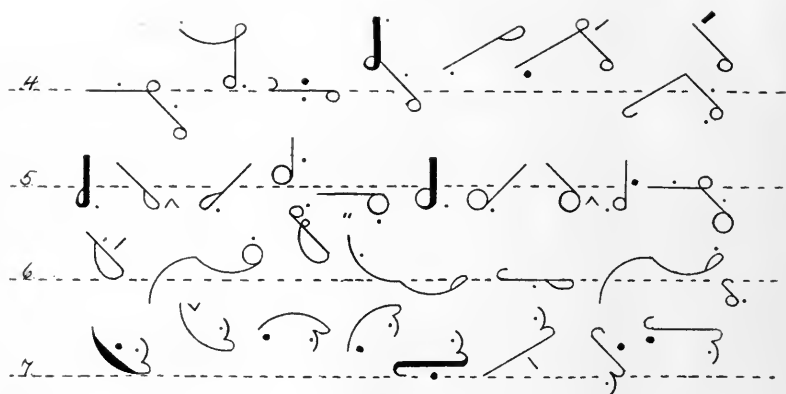
TRIPLE CONSONANTS



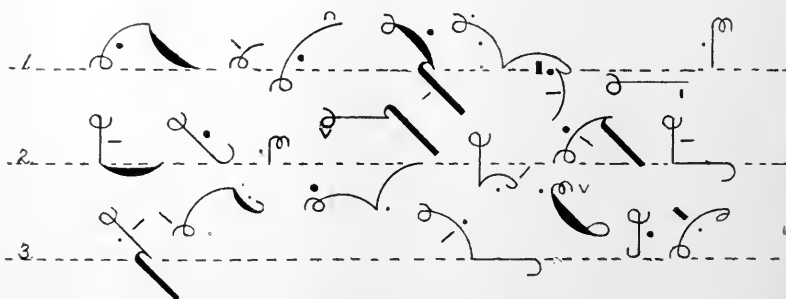


CIRCLES AND LOOPS ADDED.

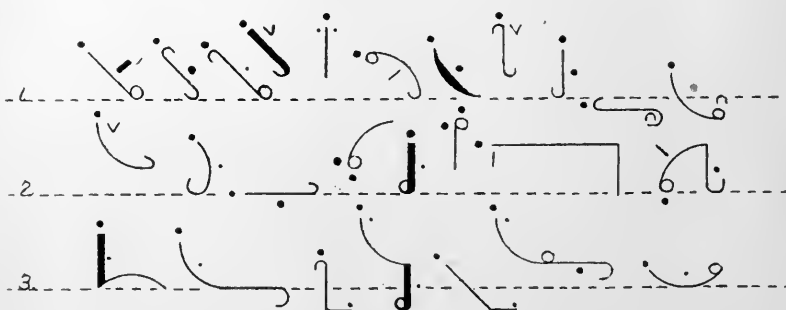


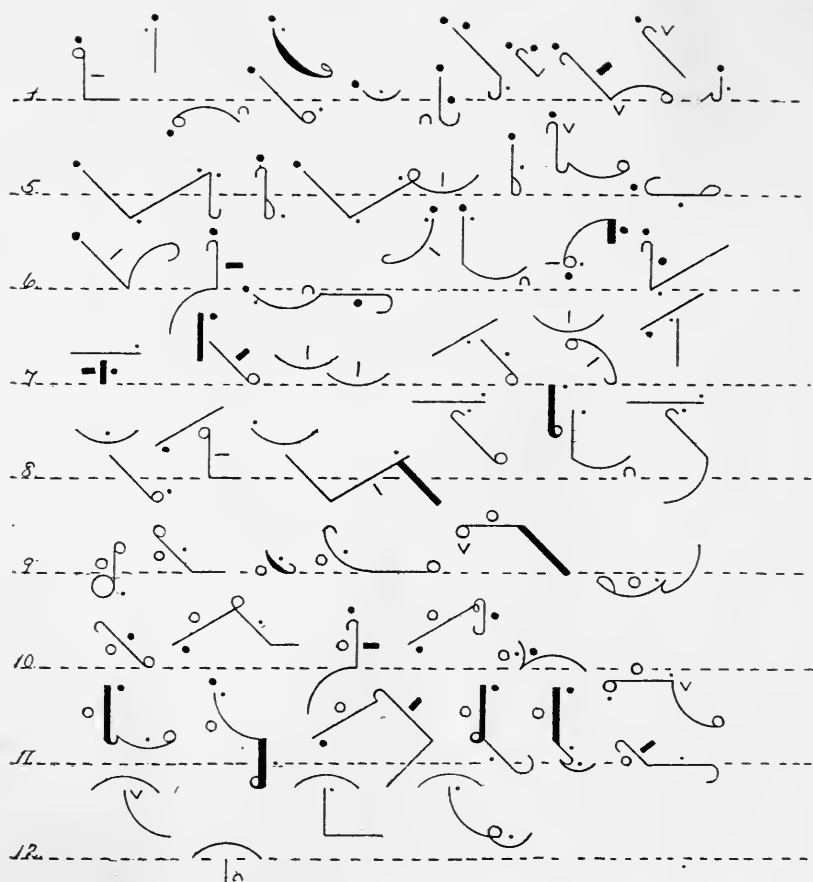


IN, EN OR UN HOOK



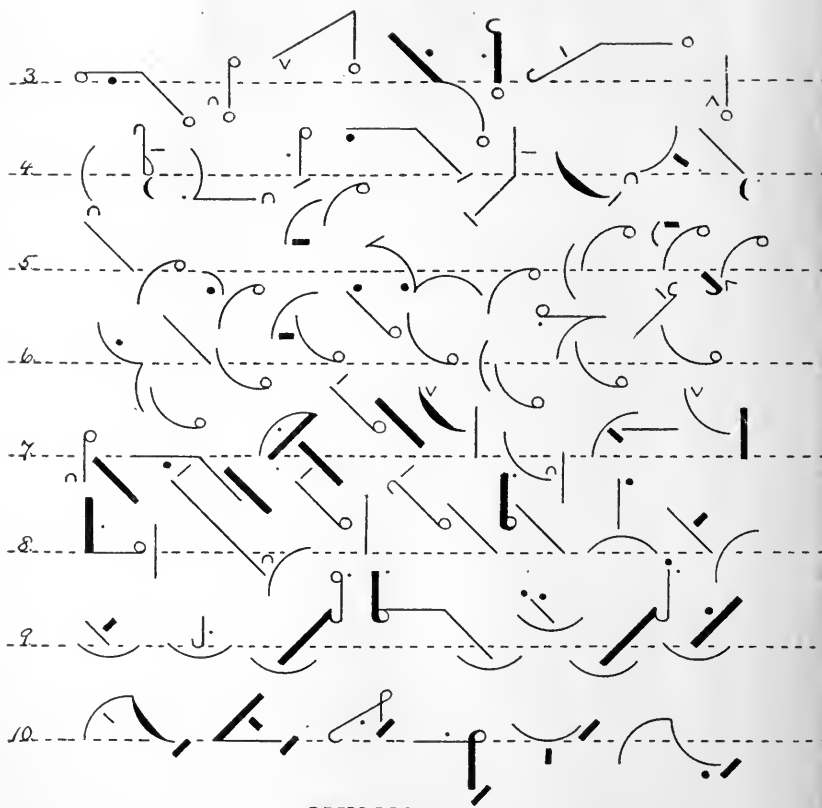
PREFIXES



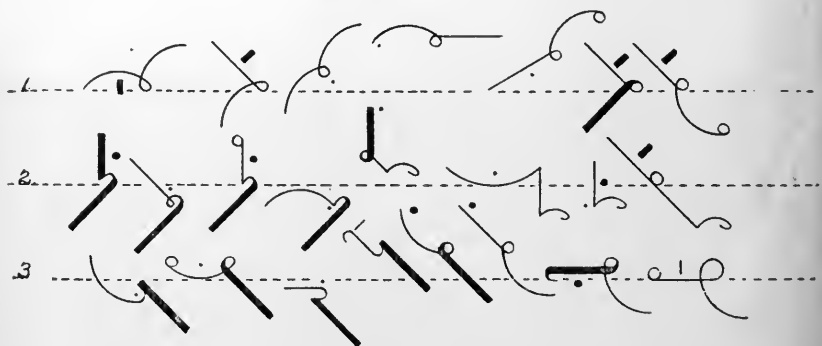


AFFIXES





OMISSIONS



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